Auburn University Job Description

Job Title: Dir, Alumni Accounting
Job Code: KA14
FLSA status: Exempt

Job Summary
Directs and manages financial services for Alumni Accounting.

Essential Functions

1. Provides accounting services and support to the Office of Alumni Affairs, such as financial reporting, budget, payroll, collection, and expending of funds.
2. Provides accounting services and support to the Auburn Alumni Association and the Association's Board of Director's, such as Finance Committee reporting, audit, tax return preparation, and other Board related financial reports.
3. Ensures that generally accepted accounting principles (GAAP), regulations governing not-for-profit corporations, and university rules, are followed for managing, processing, and recording all transactions for Alumni Affairs.
4. Regularly reviews and modifies internal controls as operations and systems evolve to ensure the integrity of financial data and the protection of assets.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tr>
<td>Four-year college degree</td>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
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Experience (yrs.) 7

Experience in managing accounting services for an organization

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of accounting and budget principles, practices, and the analysis of financial data.

Certification or Licensure Requirements
None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012