
Auburn University Job Description

Job Title:	Sr Dir, Finance & Operations	Job Family:	No Family
Job Code:	KA14	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Under the general direction of the Vice President for Alumni Affairs, directs and oversees the financial services and business operations of the Alumni Affairs division and the Auburn Alumni Association, a nonprofit 501(c)(3) organization, within the areas of finance, budget, purchasing, human resources, facilities maintenance, and business operations.

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters for the Alumni Affairs division. Ensures that generally accepted accounting principles (GAAP), regulations governing not-for-profit corporations, and University policies and procedures are followed for managing, processing, and recording all transactions.
2. Provides accounting services and support to the Auburn Alumni Association, Inc. (a nonprofit 501(c)(3) organization) and the Association's Board of Director's, such as finance committee reporting, audit, tax return preparation, and other Board related financial reporting.
3. Advises and assists management on complex fiscal matters, budget considerations, and other fiscal matters related to the Alumni Affairs division and the Auburn Alumni Association, Inc.
4. Develops, implements, and maintains fiscal policies and procedures, which ensure that generally accepted accounting principles, contractual agreements, federal and state regulations and Auburn University and Auburn Alumni Association guidelines are employed. Regularly reviews and modifies internal controls as operations and systems evolve to ensure the integrity of financial data and the protection of assets.
5. Oversees and assists with strategic planning, analytics, and higher education survey reporting for the Alumni Affairs division.
6. Provides supervisory support and guidance for the Alumni Affairs business operations that include human resources and operational activities within the Auburn Alumni Center.
7. Performs other related duties and responsibilities as assigned by the Vice President for Alumni Affairs.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting or Finance
Experience (yrs.)	7	Exempt-level experience in accounting, financial management, and business operations showing progressively increasing levels of responsibility and accountability. Must have 2 years of experience directly managing full-time employees.

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

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of accounting principles and practices, budget principles and practices, and the analysis and reporting of financial data. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership techniques, and coordination of people and resources.

Certification or Licensure Requirements
Certified Public Accountant in the State of AL desired

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 standing, walking, sitting, talking, hearing, handling objects with hands,
Job occasionally requires reaching, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.
Vision requirements: Ability to see information in print and/or electronically.

Date: 3/27/2018
