
Auburn University Job Description

Job Title:	Dir, Budget Services	Job Family:	No Family
Job Code:	KA15	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Provides direction for the development and administration of the budget function of Auburn University by overseeing the Strategic Budgeting Initiative and its operation, as well as providing long-range forecasting and scenario planning of University-level revenues and expenses.

Essential Functions

1. Develops short- and long-term financial plans and projects for University-level revenues and expenses.
2. Oversees the Strategic Budgeting Initiative (SBI) by coordinating committees, developing work plans for the committees, providing ad hoc analysis and support to administration, and providing/coordinating educational opportunities on model methodology and financial management under the model.
3. Oversees the annual budget process by coordinating personnel from Budget Services, the Provost Office, the budgetary divisions, and the college/unit Business Managers in the development and preparation of the budget to be presented to the Board of Trustees for approval.
4. Reviews and approves all quarterly management reporting and analysis, SBI reporting, required and ad hoc legislative reporting, and fringe benefit calculation submissions.

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, Business, Finance or a Degree plus a CPA
Experience (yrs.)	8	Reporting, financial analysis, and budgeting within a large organization. Must have 2 years experience directly supervising 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 generally accepted accounting principles, budget principles - specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

Certification or Licensure Requirements

CPA is required if Degree is not in Accounting, Business, or Finance.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 2/24/2017
