Auburn University Job Description

Job Title: Dir, Budget Services
Job Code: KA15
FLSA status: Exempt

Job Summary
Oversees the development, analysis, control, and maintenance of Auburn University budgets and budget systems for all budgetary divisions (Main Campus, Auburn University at Montgomery, Alabama Agricultural Experimentation station, and Alabama Cooperative Extension System).

Essential Functions
1. Directs the daily operations of the Budget Services office.
2. Directs the annual budget process coordinating Budget services staff, Provost office staff, divisional personnel, and college/school and departments in the development and preparation of the annual budget to be approved by the Board of Trustees.
3. Oversees, monitors, coordinates, and prepares budget information requested by the State of Alabama, including the Annual Post-Secondary Operations Plan, and Legislative Budget Request, as well as coordinates and prepares responses to legislative and government affairs requests.
4. Responds to requests by senior financial administration for budget analysis and projections to lead to university wide budget allocation decisions.
5. Maintains budget systems and integrity of interfaces with Banner Human Resources and Banner Finance.
6. Oversees the annual fringe benefit analysis and calculation for submission to DHHS.

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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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Accounting, Business, Finance or a Degree plus a CPA</td>
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| Experience (yrs.) | 7 | Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. |

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, cost accounting principles, and management 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, talking, hearing, .
Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, .
Vision requirements: Ability to see information in print and/or electronically.

Date: 5/9/2012