
Auburn University Job Description

Job Title:	Asst Dir, Dept Financial Svcs	Job Family:	No Family
Job Code:	KA17*	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manage the financial services department of a division in an organization. Responsible for billing, accounts payable, project costing, time and attendance/payroll and financial function/paperwork processing.

Essential Functions

1. Analyzes, prepares, and makes presentations of financial reports (Actual vs. Budget Variance Reports, etc.).
2. Prepares and supervises budget preparation for the entire division.
3. Reviews and approves documents which include purchase orders, invoices and contracts; also ensures adherence to state laws, regulations and university policies.
4. Monitors and makes revisions to division and departmental procedures, ensuring cross-training on current and new procedures and job functions.
5. Establishes departmental goals/objectives and has progress measured on a monthly basis, ensuring all departmental functions are completed on a timely basis.
6. Researches, pursues, implements, and revises systems such as billing systems, time, and attendance systems, etc.
7. Guides accounting department and other departments in a division in procedures, form preparations, etc.
8. Provides technical financial and accounting assistance for management personnel within the division.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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 Business, Management, Finance, Accounting, or related field
Experience (yrs.)	6	Experience in financial management

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, reaching, talking, .

Job occasionally requires standing, walking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 12/16/2011
