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## Auburn University Job Description

Job Title:	<b>Mgr, Accounting, Central</b>	Job Family:	No Family
Job Code:	<b>KA21</b>	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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### Job Summary

Manages accounting functions within Auburn University central business office.

### Essential Functions

1. Compiles and analyzes financial information to prepare entries to accounts, audit University expenditures, document business transactions, and ensure compliance with financial and administrative requirements.
2. Analyzes financial data detailing assets, liabilities, and capital, and prepares reports to summarize and interpret the current and projected financial position of Auburn University.
3. Creates new accounts, reviews and reconciles current accounts through journal entries, and ensures account balances are within budget guidelines.
4. Audits financial records and vouchers and prepares reports to substantiate transactions.
5. Collects appropriate data and prepares tax returns which may include but are not limited to federal, state, and local returns.
6. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
7. Determines proper handling of financial transactions and approves transactions within designated limits.
8. Recommends and implements improvements to accounting practices, systems, and procedures and provides managers with analysis, projections, and trends.
9. Coordinates and reviews preparation of IRS files and records to comply with audit requirements.

### 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>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance or a Degree plus a CPA
<b>Experience (yrs.)</b>	5	Experience in accounting services

#### 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.

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### 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 10 pounds.

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

Date: 2/17/2012

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