
Auburn University Job Description

Job Title:	Spec Asst Provost-Budget Mngt	Job Family:	No Family
Job Code:	KA24	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Provides accounting and budgeting assistance to the Provost's Office.

Essential Functions

1. Provides financial forecasting, planning, and monitoring for all colleges/schools/associate provost units.
2. Analyzes financial and budget data to detail assets, liabilities, and capital and make recommendations to improve financial positions.
3. Provides financial reporting for all colleges/schools/associate provost units.
4. Assists in the development of strategies to allocate financial resources efficiently.
5. Provides direction and advice on budget matters and annual budget preparation for all colleges/schools/associate provost units.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.

Auburn University Job Description

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.)	5	Experience in accounting and budgeting 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.

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: 9/16/2010
