
Auburn University Job Description

Job Title:	Dir, Athletics Finance	Job Family:	No Family
Job Code:	KA27	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs and monitors the financial, budgeting, and accounting functions for the Athletics Department and the Tigers Unlimited Foundation.

Essential Functions

1. Oversees and monitors the Athletics Department and the Foundation's financial condition and reporting requirements, including but not limited to, annual financial reports, NCAA Agreed-Upon Procedures, IRS Forms and other reoccurring and special reporting as needed to ensure that financial information is recorded and reported within compliance with accounting standards.
2. Oversees financial audits for the Foundation and NCAA Agreed-Upon Procedures for the University, including negotiation of findings with auditors and development of management responses to findings.
3. Oversees and provides accounting services and support to the Athletics department and the Tigers Unlimited Foundation, such as financial reporting, budget, and related financial services.
4. As Assistant Treasurer to the Tigers Unlimited Board of Directors, attends board meetings and audit committee meetings and makes presentations to Tigers Unlimited Board of Directors and Audit Committee.
5. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
6. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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 or related field
Experience (yrs.)	7	Experience in accounting and business operations

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 principles, sound budgeting practices, IRS Tax Code and Laws, and National Collegiate Athletic Association (NCAA) rules.

Certification or Licensure Requirements

Certified Public Accountant

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, .

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

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

Date: 9/11/2012
