
Auburn University Job Description

Job Title:	Mgr, Financial Reporting	Job Family:	No Family
Job Code:	KA29	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Manages the maintenance of financial records and assists in the reporting of financial information for Auburn University and/or its schools, colleges, and departments.

Essential Functions

1. Maintains financial records for Auburn University and/or its schools, colleges, departments, and foundations.
2. Recommends improvements in accounting procedures, practices, systems, files, and considers implications of alternatives.
3. Prepares, reviews, and edits financial, statements, records, and reports.
4. Coordinates, prepares, processes, and maintains records of financial transactions such as journal entries, payment vouchers, cash collection reports, internal transaction vouchers, beginning balance adjustments, and creating and maintaining accounts.
5. Coordinates and participates in the reconciliation of department, school, college, foundation and/or university financial records and external bank accounts with official university accounting records.
6. Oversees and supervises bond investments, maintain and reconcile bond records from trustees with University records, and ensure payments are made to bondholders on a timely basis.
7. Assist in coordinating visits and aiding federal, state, external, and/or internal auditors in performing their duties and responsibilities.

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 Accounting, Finance or related field
Experience (yrs.)	5	Experience in financial reporting and auditing

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, practices, and the analysis of financial data.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/4/2012
