Auburn University Job Description

Job Title: Dir, Aux Svcs Mngt Acct
Job Code: KA30
FLSA status: Exempt

Job Summary
Directs and oversees the fiscal compliance, business operations, and financial reporting of Auxiliary Services.

Essential Functions

1. Directs and oversees all financial matters relating to the units of Auxiliary Services.
2. Provides University officials with advise, analysis, and assessment of data to be used in consideration of all fiscal matters.
3. Prepares and provides various financial and related reports to University Officials; attends Board of Trustees meetings to provide information as needed.
4. Prepares and monitors the division-wide operating budget.
5. Develops and implements policies and procedures that ensure applicable laws, principles, regulations, and practices are being met and followed.
6. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
7. Serves as a liaison between Auxiliary Services and the AU Business Office and individuals in the greater Auburn community.

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

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<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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</thead>
<tbody>
<tr>
<td>Degree in Accounting</td>
<td>Four-year college degree</td>
<td>Degree in Accounting</td>
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<tr>
<td>Experience (yrs.)</td>
<td>7</td>
<td>Experience in managing accounting services for an organization</td>
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</tbody>
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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 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, talking, hearing, .

Job occasionally requires standing, walking, .

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

Date: 10/14/2011