

---

## Auburn University Job Description

Job Title:	<b>Dir, Aux Svcs Mngt Acct</b>	Job Family:	No Family
Job Code:	<b>KA30</b>	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

---

### Job Summary

Directs and oversees the fiscal compliance and financial reporting of Auxiliary Services and Tiger Card Operations, including Dining, Tiger Transit, Housing, Parking Services, University Bookstore, Airport and Surplus Property.

### Essential Functions

1. Directs and oversees all financial matters relating to the units of Auxiliary Services, including preparing, examining, and analyzing accounting records, financial statements, and other financial reports to ensure conformity with Auburn University policies and federal/state laws, rules, and regulations.
2. Advises University officials and management with analysis, assessments, and data to be used in consideration of all fiscal matters relating to Auxiliary Services.
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. Advises management on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters.
5. Develops and implements fiscal policies and procedures which ensure generally accepted accounting principles, regulations governing contractual agreements, state bid laws, other regulations, and good fiscal practices are employed.
6. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
7. Assist with short and long term planning to include, but not limited to, identifying objectives, establishing priorities, writing plans and proposals, preparing budget/resource requests, evaluating data, assessing project feasibility and project requirements.
8. Serves as a liaison between Auxiliary Services to administrators, departmental personnel, staff, and vendor/contractors regarding policies, procedures, and problem resolution on a variety of financial issues.
9. Directs issuance of Tiger Cards to students to ensure accurate amounts are loaded for students and ensure security measures are maintained for the card.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Finance, Accounting, or relevant field.
<b>Experience (yrs.)</b>	7	Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. At least two (2) years experience in directly managing full-time employees.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **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: 10/31/2017

---