
Auburn University Job Description

Job Title:	Asst Dir, Athletics Finance	Job Family:	No Family
Job Code:	KA34	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Assists in the direction of accounting and financial reporting activities for Auburn University Athletics Department and Tigers Unlimited Foundation (TUF).

Essential Functions

1. Compiles the monthly and quarterly financial statements and the general ledger account reconciliations for TUF ensuring accuracy and compliance with accounting standards.
2. Oversees the preparation of externally prepared forms and documents ensuring deadlines are met throughout the process and keeps all involved informed of progress.
3. Audits all account payable vouchers (that are above an assigned threshold amount) for TUF, including verification of coding and appropriate approvals and comparison to amounts budgeted as well as reviews and approves recording of all TUF donations and miscellaneous cash receipts.
4. Oversees the coordination of the annual audit of the TUF by auditors.
5. Oversees the preparation of the TUF and Auburn Athletics internal financial reporting.
6. Oversees the annual budget process for TUF and Auburn Athletics, including new year setups and training of new personnel and preparation of budget.
7. Assists the Director of Athletics Finance and Treasurer with information presented to the Board of Directors and Audit Committee.
8. Reports taxable benefits to payroll departments/PPS in order to comply with federal IRS regulations.
9. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

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

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 9/17/2012
