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## Auburn University Job Description

Job Title:	<b>Assoc Dir, Development Acct</b>	Job Family:	No Family
Job Code:	<b>KA42</b>	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

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### Job Summary

Responsible for daily oversight and leadership of the financial operations of Auburn University Foundation and Auburn University Real Estate Foundation.

### Essential Functions

1. Trains, supervises and oversees accountants responsible for the daily accounting activities of Auburn University Foundation, Auburn University Real Estate Foundation, and Auburn University Offices of Development and Alumni Development Support Services.
2. Analyzes costs and sources of funding for Auburn University Foundation and Auburn University Real Estate Foundation and prepares annual budget for review by the Foundation's president and Assistant Treasurer and submission to the Foundation Boards for approval.
3. Oversees preparation of the Services and Facilities schedule for all cost associated with university development and support services and allocation of costs to respective units based on analyses of the entities benefitted.
4. Reviews allocations and makes recommendations to the Foundation's Assistant Treasurer for changes needed in order for the Foundations to be in compliance with the laws of the State of Alabama regarding compensation to the state for the use of state personnel and assets.
5. Interacts with the state examiners of Public Accounts to explain and justify Foundation and University positions on the sharing of personnel and facilities and the appropriateness of reimbursements.
6. Analyzes processes within the Office of Development Accounting for efficiency and effectiveness and recommends improvements where applicable.
7. Responsible for understanding the nature of expenditures and operations of the Office of Development and for completion of various surveys requiring expenditure information and statistics.
8. Prepares periodic budget-actual reports for the Board of Directors of Auburn University Foundation, Auburn University Real Estate Foundation, and management reports for the Offices of Development and Alumni Development Support Services.
9. Interacts with financial managers in the various AU schools and colleges, departments and offices that have Foundation funds or are sharing funding of Development personnel regarding policies and appropriate procedure for the use of gift funds.
10. Knowledgeable about CASE gift classification and recognition standards, FASB not-for-profit accounting standards and performs duties of Foundation Assistant Treasurer in their absence.
11. Performs analyses, special projects, and other work as assigned by the Director of Development Accounting.

### 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>
<b>Education</b>	Four-year college degree	Degree in Accounting or a Degree in Finance or Business plus a CPA
<b>Experience (yrs.)</b>	6	Experience in managing financial matters for an organization, which may include budgeting, financial statement and report preparation, forecasting, analysis and presentation of financial data and tax returns. This experience must show progressively increasing levels of responsibility and accountability. Must have at least 2 years experience directly supervising 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 FASB not-for-profit accounting principles, governmental budgeting practices, resource allocation and cost accounting practices, IRS regulations applicable to charitable organizations. Must understand relational data bases and be able to extract and analyze data therefrom.

#### **Certification or Licensure Requirements**

CPA is required if Degree is not in Accounting.

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### 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, .

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

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

Date: 3/28/2017

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