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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 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

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### Job Summary

Reporting to the Director of Development Accounting, the Associate Director of Development Accounting serves as the principal budget and foundation payments accountant and key compliance resource for IRS gift receipting standards, FASB not-for-profit accounting standards, and CASE gift counting standards for the following entities: Auburn University Office of Development, AU Foundation, and AU Real Estate Foundation.

Directs and provides leadership to three professional staff in the Development Budgeting & Foundation Payment Services unit. At the time of this writing, the Development Office is responsible for a development budget of approximately \$30 million covering 60 different organizations (central and campus constituencies). While responsible for payment and budget services, this position also supports, as directed, the financial accounting and reporting staff. Additionally, the position may also participate in the development, implementation, and monitoring of sound financial policies, internal controls and procedures, as well as coordinating fiscal year-end audits and tax preparation engagements, and working with external auditors.

### Essential Functions

1. Provides substantial support to the Director, Development Accounting and respective boards regarding budgetary and payment services matters, and, as directed, financial matters. May be called upon to perform appropriate duties of the Director of Development Accounting in their absence.
  2. Assists in the development and maintenance the financial accounting systems, chart of accounts, policies and procedures of the Foundations to account for the receipts and expenditures of all funds for the reporting of financial and operating results to executive leadership, boards, external agencies and stakeholders.
  3. Oversees the disbursement function for two institutionally related foundations including approval of vouchers, adherence to policy, proper expense classification, and necessary tax reporting.
  4. May participate in and support external audit engagements and tax compliance filings for two institutionally related foundations. May also participate in the review and drafting of the financial statements and supporting work paper documentation that supports these critical engagements and filings.
  5. Oversees the coordination and preparation of the annual operating budgets of the Office of Development and two institutionally related foundations for approval by the Sr. VP for Advancement / Foundation President and the Foundation Boards.
  6. Establishes and maintains approved budget within the accounting systems between Auburn University and two institutionally related foundations; approves all budget entries and manages interim budgetary reporting for high level analysis of costs and funding sources for the Office of Development and two institutionally related foundations.
  7. Oversees the preparation and accuracy of monthly cost allocation and settlement between the Foundations and State / University for the use of state personnel and assets. Approves necessary entries to/from the University in accordance with State of Alabama law and the Services and Facilities agreements for both Foundations.
  8. Participates in the preparation of surveys and special reports of the philanthropic activities of
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## **Auburn University Job Description**

Auburn University and its institutionally related foundations for various sources such as Council for Aid to Education (CAE), Council for Advancement and Support of Education (CASE), IRF, Education Advisory Board (EAB) and other external reporting purposes consistent with the guidelines of the requesting agency or organization.

9. Advises and collaborates with Deans, Directors and Fiscal Managers within the various AU colleges, schools and units that have Foundation resources or shared funding with the Office of Development regarding policies and appropriate procedure for the use of gift funds.

## **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>	7	7 years of increasingly responsible professional experience and management in accounting, budgeting, and financial reporting. Must have at least 2 years of 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

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.

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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 12/15/2020

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