
Auburn University Job Description

Job Title: **Dir, Provost Budget Svcs**

Job Family: No Family

Job Code: **KA43**

Grade 37: \$68,700 - \$114,500

FLSA status: Exempt

Job Summary

Directs the financial management activities to support the Provost and Vice President for Academic Affairs, which includes managing the departmental budget, reviewing and approving all academic budgets, and reviewing, negotiating and signing various agreements. Serves as the liaison to Budget Services, and Vice Presidents and Directors in Business and Finance.

Essential Functions

1. Reviews and approves all aspects of all academic budgets; plays an integral part in the development of the timeline, developing content for training and public presentations to various constituencies, and communicating all elements of the strategic budget model.
 2. Responsible for the annual budget for the Office of the Provost and subordinate offices and all financial affairs including financial forecasting, planning, and monitoring; analyzes financial and budget data for efficiencies, opportunities for investment in strategic initiatives, and best practices; assists in the review of competitive requests for funding as part of a committee or for recommendations to the Provost and Vice President for Academic Affairs; develops business processes around various programmatic opportunities in the Office of the Provost (Scholarship Incentive Program, Professional Improvement Leave, as examples).
 3. Trains budget managers in the colleges/schools (and other groups as requested) through multiple avenues of communication including mail, retreat presentations, Provost Council, office hours, and one-on-one meetings.
 4. Develops content for and oversees the maintenance of the Strategic Budget Initiative website content such as Frequently Asked Questions and presentation notes (with assistance from the Director of Strategic Initiative in the Office of the Provost).
 5. Directly supervises an administrative staff member for the Office of the Provost.
 6. Reviews internship/preceptorship affiliation agreements across all academic programs and negotiates language for compliance with Federal (HIPAA, FERPA), State (sovereign immunity) law, and University policy and practice (insurance, medical records, background check, etc.); signs agreements as the Provost's delegated signature authority; requests input from Risk Management and Safety, General Counsel, and contracting officers as needed. Reviews Professional Services Contracts from academic departments and offices that exceed \$10,000 to ensure compliance with University policy (including handbooks) and state bid law.
 7. Periodically identifies a team of professionals from various offices including, but not limited to, the Offices of Enrollment Management, Admissions, Registrar, Institutional Research, Student Financial Services, and manages a workflow to map, develop, test, and implement unique curriculum modeling and identification of specific student populations for retention, progression, billing, and contract management. (Examples of these activities includes process mapping for Shorelight Education and Everspring partnerships.)
 8. Actively serves Auburn University through various shared governance avenues (Administrative and Professional Assembly, University Committees, etc.) and ad hoc work as assigned (search committees, competitive application reviewer, etc.).
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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, Management or Administration of Higher Education
Experience (yrs.)	7	Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have 2 years experience 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 and demonstration of best practices in budgeting and financial planning, knowledge of generally accepted accounting principles, knowledge of federal, state, and local legislation affecting human resources (Affordable Care Act, FLSA, IRS, etc.).

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 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, talking, hearing.

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

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

Date: 11/8/2016
