Auburn University Job Description

Job Title: Mgr, Aux Acct & Tigercard
Job Code: KA44
FLSA status: Exempt

Job Summary
Manages the Auburn University Auxiliary Services accounting department and Tiger Card operations, including Dining, Tiger Transit, Housing, Parking Services, University Bookstore, and Surplus Property. Provides support to the Director of Auxiliary Services Management Accounting.

Essential Functions

1. Manages accounting operations to include 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. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
3. Prepares, reviews, and edits financial reports, financial analyses, data, and statistics.
4. Monitors business operations and performs cost benefit analyses of programs in order to develop, implement, and maintain solutions to financial issues. Recommends improvements in procedures, practices, and systems.
5. Ensures appropriate reporting and tracking including, but not limited to purchase orders, collection reports, vendor vouchers, and e-bill uploads.
6. Manages contract agreements to ensure accounting responsibilities adhere to contract specifications.
7. Manages the department support staff to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring/firing decisions.
8. Manages issuance of Tiger Cards to students; ensures accurate amounts are loaded for students.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business, Finance, Accounting, or related field.</td>
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<th>Experience (yrs.)</th>
<th>Minimum</th>
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<tr>
<td>5</td>
<td>Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. At least (1) one year experience in directly managing employees.</td>
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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 practices and principles, and analysis of financial data, knowledge and demonstration of best practices in budgeting and financial planning.

Certification or Licensure Requirements
Certified Public Accountant (CPA)

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 talking. 

Job occasionally requires standing, walking, handling objects with hands. 

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

Date: 12/6/2016