
Auburn University Job Description

Job Title:	Dir, Endowment Investment Off	Job Family:	No Family
Job Code:	KD01	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Directs and coordinates the management, investment, and operational functions of the endowment investment pools of Auburn University and its foundations and associates, including Auburn University Foundation, Tigers Unlimited Foundation, and the Auburn Alumni Associates

Essential Functions

1. Provides endowment support to Auburn University and its Executive Vice President and Chief Financial Officer as well as Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.
2. Maintains relationship with the Investment Committee of the Auburn University Foundation Board, providing operational and financial information regarding the status of the endowment investment pools; attends all meetings and serves as Assistant Treasurer to the Board.
3. Maintains relationships with Investment Consultant, Custodian, and Investment Managers for the endowment investment pools; oversees contracts and due diligence for pool investments.
4. Maintains sufficient liquidity for normal operations within the endowment investment pools, investing excess cash and rebalancing investments consistent with the Endowment Investment Policies.
5. Directs and oversees the daily operations of the endowment investment pools, including the recording and reporting of endowment pool investment activity in the University General Ledger, the Foundation General Ledger, and Endowment Management Software, ensuring the integrity of financial data for accounting and audit purposes.
6. Responsible for coordinating the annual audit and related disclosures of the endowment investment pool for Auburn University, Auburn University Foundation, and Tigers Unlimited.
7. Ensures that generally accepted accounting principles (GAAP), regulations governing not-for-profit entities, and University rules are followed for managing, processing, and recording all transactions of the Auburn University and Auburn University Foundation endowment investment pools.
8. Serves on the Endowment Agreement Committee to approve, change, or reject a proposed named endowment agreement.
9. Coordinates with development officers, attorneys, brokers, and transfer agents to facilitate the receipt and liquidation of securities received as gifts.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 (focus in investments), Economics, or related degree
Experience (yrs.)	7	Experience in financial accounting, stock investments, and fixed security management

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, standards, financial and investment principles, and laws governing trusts.

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, and lifting up to 10 pounds.

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

Date: 3/18/2014
