Auburn University Job Description

Job Title: Asst Treasurer
Job Code: KD03*
FLSA status: Exempt

Job Summary
Acts for the Treasurer to oversee the operation of selected financial and treasury functions including Auburn University (AU) Treasury Services, Alumni Accounting and Development Accounting.

Essential Functions

1. Directs financial functions in the development and execution of missions, goals, and priorities to achieve established objectives in support of the University, AU Foundation, and Alumni Association.
2. Supervises the management of endowment and trust funds for the University, AU Foundation, and Alumni Association.
3. Oversees the accounting and audit activities of the AU Foundation and Alumni Association for various development and alumni activities.
4. Oversees the operation of the donor/alumni information systems database.
5. Establishes and promotes relations with banks and other financial institutions providing services to the University, AU Foundation, and Alumni Association.
6. Supervises the cash management and short-term investments for the University, AU Foundation, and Alumni Association.

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

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Education</td>
<td>Four-year college degree</td>
<td>Degree in Accounting, Finance (focus in investments), Economics, or related degree</td>
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| Experience (yrs.) | 8 | 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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, and lifting up to 10 pounds.

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

Date: 12/16/2011