
Auburn University Job Description

Job Title:	Asst Dir, Treas Svcs Endw Mgmt	Job Family:	No Family
Job Code:	KD04	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Assists the Director of Treasury Services with accounting and endowment management for Auburn University and its foundations and associations to include Auburn University Foundation, Tigers Unlimited Foundation, Auburn Alumni Association.

Essential Functions

1. Manages the investing for endowment funds for Auburn University and its foundations and associations to include Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.
2. Manages the accounting function for endowment funds to include reconciliations, year end balancing, providing financial statements, and footnotes relating to investments.
3. Provides data for endowment records and database to include (but not limited to) calculating the month end market values and unit share prices for endowment pools, cash pool updates and purchases of pool shares, monitoring the changes in endowment agreements, and calculating annual payout to individual endowment spendable funds.
4. Supports the Assistant Treasurer and Director of Treasury Services in endowment assets to include serving on investment committees and providing endowment investment data for the Board of Trustees and Directors.
5. Monitors and resolves issues with outside endowment pool custodians, endowment investment managers, and investment consultants.
6. Provides direction, training, and support to university and foundation units on endowment management related matters and process.
7. Researches and makes recommendation for endowment best practices and records management.
8. Collaborates with Auburn University Foundation Donor Relations department to produce annual reports for each endowment donor.
9. Creates new gift, scholarship, and endowment funds as requested from University or foundation personnel.

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 (focus in investments), Economics, or related degree
Experience (yrs.)	5	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.

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 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: 12/16/2011
