
Auburn University Job Description

Job Title: **Dir, Development Accounting**

Job Family: No Family

Job Code: **KD05**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Directs and oversees accounting, reporting, budgeting, and related financial services for the University's office of Development, the Auburn University Foundation, and the Auburn Spirit Foundation for Scholarships.

Essential Functions

1. Oversees and provides accounting services and support to the University's office of Development, the Auburn University Foundation, and the Auburn Spirit Foundation for Scholarships, such as financial reporting, budget, and related financial services.
2. Oversees the preparation and dissemination of financial statements and reports including budget status reports and annual closings with audited financial statements.
3. Analyzes financial results to articulate the organization's financial performance to senior management.
4. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
5. Assures compliance with all related regulatory provisions and laws.

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 managing contract and grant accounting services and financial reporting

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, sound budgeting practices, IRS Tax Code and Laws.

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, reaching, .

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

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

Date: 1/5/2012
