
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

Reporting to Associate Vice President of Advancement Operations, the Director of Development Accounting serves as an Assistant Treasurer for the AU Foundation and AU Real Estate Foundation. The Director is responsible for the leadership, management, and oversight the fiscal operations, tax compliance, budgeting and foundation payment services, and internal controls over financial reporting for two institutionally related foundations and the Auburn University Office of Development. The foundations are established under Sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code.

At the time of this writing, the Development Office is responsible for a development budget of approximately \$30 million covering 60 different organizations (central and campus constituencies). Total assets for the 501(c)3 entities are over \$800 million with an average of annual revenue \$60 million requiring separate reporting, tax returns, and audits. Total philanthropic gifts raised for AU and affiliated entities has averaged \$147 million over the past 4 years.

Accordingly, this position is appointed to transact business on behalf of the two foundations. Responsible for communicating the implications of global and unit-level decisions on all matters related to accounting and finance, philanthropic gifts, strategic planning, and budgeting to various leaders and stakeholders, including but not limited to, Foundation Directors, Advancement Executive Leadership, Deans, financial liaisons, and other unit leaders.

Essential Functions

1. Provides substantial support to the Sr. VP for Advancement, VP for Development, President of AU Foundation and AU Real Estate Foundation and respective foundation boards regarding financial, tax compliance and budgetary matters, including preparing and presenting high-level briefings.
 2. Responsible for the accurate, timely, and compliant financial accounting systems, policies and procedures. Includes the accounting for the receipts and expenditures of all funds and the reporting of financial and operating results to executive leadership, boards, external agencies and stakeholders.
 3. Responsible for the certifying the design, implementation, maintenance of internal controls, and accounting systems relevant to the fair presentation of the financial statements, footnotes, and supporting schedules, in all material respects.
 4. Responsible for the annual external audit engagements and tax compliance for two institutionally related foundations and ensures the independent CPA firm is provided with all requested documentation to opine on the financial statements and file the respective tax returns.
 5. Through subordinate leadership, oversees the coordination and preparation of the annual operating budgets of the Office of Development and the foundations for approval by the Sr. VP for Advancement / Foundation President and the Foundation Boards.
 6. Through subordinate leadership, directs the preparation and reporting of surveys and special reports of the philanthropic activities of Auburn University and its institutionally related foundations for various sources such as Council for Aid to Education (CAE), Council for Advancement and Support of Education (CASE), IRF, Education Advisory Board (EAB) and other external reporting purposes consistent with the guidelines of the requesting agency or organization.
 7. Provides principal advice and guidance to the Deans, Directors and Fiscal Managers across the
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various AU colleges, schools and units that have Foundation resources or shared funding arrangements with the Office of Development regarding policies and procedures for the use of gift funds.

8. 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, or related degree
Experience (yrs.)	10	10 years of increasingly responsible professional experience and management in accounting, budgeting, and financial reporting. Must have at least 5 years' experience directly supervising full-time staff. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities.

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 FASB not-for-profit accounting principles, GASB governmental accounting standards, governmental budgeting practices, resource allocation and cost accounting practices , IRS regulations applicable to charitable organizations. Must understand relational data bases and be able to extract and analyze data therefrom.

This position requires poise, presence, and strong interpersonal skills to interact with a variety of internal and external constituents and stakeholders, and to establish productive working relationships with other senior executive leaders, deans, financial managers, and colleagues across the University. Must have the ability to build, nurture, and retain a strong team of professionals. Represents the University and its institutionally related foundations at professional organizations, conferences, and University or Foundation-sponsored functions. Possesses excellent problem solving, analytical, business and presentation skills, and strong project management skills to meet deadlines and work effectively with others.

Certification or Licensure Requirements

Certified Public Accountant

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, .

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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: 12/15/2020

