

---

## Auburn University Job Description

Job Title: **Mgr, Office Gifts & Records**

Job Family: No Family

Job Code: **OA35**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

---

### Job Summary

Manages and leads a team responsible for processing, maintenance, and management of gifts, pledges, payments and constituent information within the Office of Development.

### Essential Functions

1. Directs the daily operation of the Office of Gift and Records staff, ensuring work reflects knowledge and judgment relative to methods, policies, procedures, and precedents. Manages a team that is responsible for recording and maintaining critical business records and financial transition data.
2. Maintains and manages data acquisition, data integrity, and records management. Establishes, enforces, and monitors business process controls designed to safeguard the integrity of finance related data and protecting assets. Performs ongoing data and process audits.
3. Determines staffing needs, designs jobs, writes and updates job descriptions, allocates staff and assigns duties accordingly maintaining budget, organization structure and workload demands.
4. Works closely with the gift accounting unit to ensure the correct recording of assets. Leads reconciliation of gift system with Auburn University Foundation accounting systems, including overseeing year-end closing procedures. Supports Auburn University Foundation's external auditors' review of gifts and pledges by explaining procedures and providing donor documentation.
5. Serves as a liaison to the Information Management Services department, internal staff, and campus for scheduled data feeds and interfaces.
6. Establishes, coordinates, and communicates document policies and procedures that adhere to institutional and federal requirements.
7. Trains development officers and support staff in accordance to proper procedures for submitting gifts and pledges.
8. Serves as primary point of contact for units across campus that are implementing new solicitation strategies or designing new forms to ensure that transactions can be processed efficiently and accurately.

### 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.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Marketing, Communications, Public Relations or related field.
<b>Experience (yrs.)</b>	8	Experience in gift accounting and comprehensive database management, supervision of large department

#### Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of data maintenance best practices and procedures; gift accounting principles, knowledge of IRS, CASE procedures and guidelines relative to gifts, pledges, donor advised funds, and basic finance principles.

#### 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, handling objects with hands.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 7/11/2016

---