Auburn University Job Description

Job Title: Asst Dir, Budget Services
Job Code: KA08
FLSA status: Exempt

Job Family: No Family
Grade 35: $51,900 - $86,400

Job Summary
Provides assistance in preparation of the University Annual Budget, Annual Legislative Budget Request, and Postsecondary Operations plan and oversees University base budget to ensure compliance.

Essential Functions
1. Assists in preparation of the Annual Budget, including budget planning, development, execution, and post-performance review.
2. Ensures the University's base budget stays in balance by overseeing the budgets and effectively communicating budget guidelines to the budget personnel campus-wide.
3. Coordinates the programming budget needs of the individual areas and communicates these system changes to the system programmers and may serves as the budget lead person for projects.
4. Oversees financial matters related to budget development, implementation, review, update, planning, and analyses.
5. Coordinates and verifies Quarterly Performance Reports to the State for all four divisions of Auburn University.
6. Assists with supervision of staff as needed.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business, Management, Finance, Accounting, or related field</td>
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<tr>
<td>Experience (yrs.)</td>
<td>6</td>
<td>Experience in providing budget services for an organization</td>
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</tbody>
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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 and budget principles, practices, and the analysis of financial data.

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, talking, hearing, handling objects with hands, .
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