AUBURN
Human Resources

Dir, Administration/Business & Finance, COB

JOB INFORMATION

Job Code	EA97
Job Description Title	Dir, Administration/Business & Finance, COB
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Directs and administers fiscal and business operations of the College of Business.

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Business, including all funding activities.
- Prepares and monitors the operating budget for the College of Business and provides financial reporting and analysis for funding activities, business operations, and project accounting.
- Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the College of Business.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
- Researches and provides information to management official relating to funding opportunities and avenues.
- Assists with strategic planning, reaccreditation, organizational analysis and business development.
- Serves as facilities manager for the building and infrastructure.
- Oversees the information technology operations of the college and ensures efficient use of such technology for faculty, staff, and students.
- Provides oversight for special events for the College of Business.
- Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
- Oversees human resources activities for the College of Business.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting, Finance, or related field	and	6 years of	Experience in accounting, financial management, and business operations	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget, and management principles and practices	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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