

JOB INFORMATION

Job Code	HU16
Job Description Title	Program, Planning and Control Lead
Pay Grade	FO12
Range Minimum	\$74,400
33rd %	\$94,240
Range Midpoint	\$104,160
67th %	\$114,090
Range Maximum	\$133,930
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	9/17/2026 12:27:05 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position executes business, financial, and operational functions that support the Auburn University Applied Research Institute's (ARI) research initiatives and capabilities in Huntsville. Responsible for project-specific financial administration, budgeting, reporting, compliance, and operational coordination, the position ensures adherence to University, State, Federal, and sponsor requirements. The role collaborates with university leadership, faculty, staff, industry partners, and government stakeholders to drive operational excellence, support research and economic development objectives, enhance organizational effectiveness, and advance strategic initiatives through data-informed decision-making and continuous process improvement.

RESPONSIBILITIES

- Develops, administers, and monitors budgets for multiple projects and initiatives; manages financial operations including accounts payable, general ledger transactions, reconciliations, forecasting, and month-end close activities to ensure fiscal stewardship and compliance.
- Prepares, analyzes, and distributes monthly, quarterly, annual, and ad hoc financial and operational reports that support project leadership and data-driven decision-making.
- Coordinates the financial administration of contracts, grants, and sponsored projects, ensuring compliance with sponsor requirements, award terms, and applicable University, State, and Federal regulations.
- Supports internal and external audits by maintaining documentation, researching discrepancies, and implementing corrective actions to strengthen financial and operational controls.
- Evaluates business processes, operational workflows, and organizational practices; recommends and implements improvements that enhance efficiency, reduce costs, increase revenue opportunities, and improve overall performance.
- Collaborates with University leadership and stakeholders, including Business, Finance, Procurement, industry, and government partners, to develop and implement strategic initiatives, process improvements, and business solutions.
- Develops and maintains project schedules, operational plans, and performance measures to support laboratory activities, program objectives, and successful project execution.
- Analyzes financial, operational, and project performance data; develops reports, dashboards, key performance indicators (KPIs), and metrics to identify trends, risks, opportunities, and operational efficiencies.
- Coordinates and supports program operations, special projects, events, meetings, communications, outreach activities, and business development initiatives that advance ARI's mission and strategic goals.

RESPONSIBILITIES

- Serves as a primary point of contact for tenant and stakeholder relations, addressing inquiries regarding leases, payments, services, funding opportunities, and other operational matters while fostering effective partnerships and customer service.

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.
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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 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	Accounting, Finance or a Degree plus a CPA, MBA, CIA, CFE, CME or formally recognized professional finance or accounting designation.	and	5 years of	experience in accounting services. Preferred experience in accounting services involving post-award and sponsored research activities. Experience in project coordination and/or management to include all phases of project, from planning, execution, and through the end of the project is also desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial management principles and practices	
Knowledge of business operations, project controls, and performance management methodologies	
Skill in analyzing and interpreting financial, operational, and project performance data	
Skill in developing collaborative relationships and communicating effectively with diverse stakeholders	
Ability to manage multiple projects, priorities, budgets, and deadlines simultaneously while maintaining accuracy, compliance, and attention to detail	
Ability to identify operational challenges and independently develop, recommend, and implement solutions that improve efficiency, strengthen performance, and support organizational objectives	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
	U.S. Citizen	Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				10 lbs
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.