

JOB INFORMATION

Job Code	OA56
Job Description Title	Assoc Dir, Advancement Finance & Asst Treasurer
Pay Grade	FO13
Range Minimum	\$85,560
33rd %	\$108,380
Range Midpoint	\$119,790
67th %	\$131,200
Range Maximum	\$154,020
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	10/3/2025 11:09:37 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

The Associate Director of Advancement Finance & Asst Treasurer provides daily oversight and management of the financial and budgetary operations for Auburn University Advancement and its institutionally related organizations. This role is responsible for ensuring compliance with Financial Accounting Standards Board (FASB) codifications, Council for Advancement and Support of Education (CASE) guidance, and Internal Revenue Service regulations. The position communicates financial implications, philanthropic gifts, scenario planning, and budgeting matters to various leaders and stakeholders, including governing boards, Advancement Leadership, Deans, financial liaisons, and other unit leaders. The role may be appointed to transact business on behalf of affiliated foundations and is responsible for oversight of payment and disbursement functions.

RESPONSIBILITIES

- Provides leadership and operational oversight of financial management for institutionally related organizations, including stewardship of significant assets and annual philanthropic activity. - Manages annual external audit and tax compliance processes, coordinating with external auditors and tax advisors, and ensuring accurate preparation and review of GAAP-compliant financial statements, IRS Form 990 filings, and supporting documentation. - Supports senior Advancement Finance leadership and governing boards, and may perform duties of Treasurer and CFO in their absence. - Oversees financial reporting cycles, delivering interim financial statements, monthly budget-to-actuals, and management reports to inform senior leadership and governing boards. - Leads and develops a professional finance team, providing coaching, mentoring, performance management, and training to support operational excellence and succession planning. - Conducts financial analysis and special projects, including the development of funding models, forecasting, and the preparation of board-level reports. - Supports the development and consolidation of annual operating budgets and affiliated entity budgets, including forecasting, scenario planning, variance analysis, and preparation of board-ready budget packages. - Administers cost allocation methodologies between institutionally related organizations and the university, ensuring compliance, transparency, and equitable distribution of shared services. - Manages financial accounting systems, policies, procedures, and security access approvals for administrative systems. - Drives process improvement initiatives to enhance efficiency and financial operations, and serves as a trusted advisor on budget planning, use of philanthropic resources, and financial policy interpretation.
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RESPONSIBILITIES

- Supervises disbursement and expense management processes, ensuring proper classification, adherence to policy, and compliance with tax reporting requirements.
- Provides leadership in the oversight and stewardship of philanthropic gifts to the university and affiliated entities.

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	in Accounting or Finance.	and	6 years of	Experience in managing financial matters for an organization, which may include budgeting, financial statement and report preparation, research, forecasting, analysis and presentation of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have at least one (1) year of experience supervising or leading full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and financial principles and policies.	And
Knowledge of financial statement preparation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
Certified Public Accountant (CPA)	Certified Public Accountant (CPA) required.	Upon Hire	Desired	

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			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.