
Auburn University Job Description

Job Title:	Mgr, Budget Services	Job Family:	No Family
Job Code:	AA60	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Manages budget development process and all budget/management reporting and provides assistance in developing tools for forecasting and scenario planning.

Essential Functions

1. Manages the annual budget process by developing timelines, assisting in budget guideline development, assessment of efficiencies and process improvements, and maintaining budget systems.
2. Prepares, analyzes, and reviews quarterly management statements and reporting under the Strategic Budgeting Initiative, as well as identifies opportunities for improvement in reporting.
3. Assists in developing short- and long-term financial models to perform revenue and expense forecasting to support the goals and strategic plan of the University.
4. Manages the daily operations of the Budget Services department.
5. Coordinates the Financial Liaison program by developing the agenda and setting regularly scheduled meetings.
6. Assists in the development of presentations and reports for communicating budget and other financial information.
7. Directly supervises staff.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Accounting, Finance or Business
Experience (yrs.)	5	Experience in reporting, financial analysis, and budgeting. Must have 1 year experience supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of generally accepted accounting principles, budget principles - specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

Certification or Licensure Requirements

CPA required if degree is not in Accounting, Finance or Business.

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: 2/20/2017
