
Auburn University Job Description

Job Title:	Asst AD, Athletics Finance	Level I	Grade FO11 \$59,500 - \$107,100
Job Code:	BA70	Level II	Grade FO12 \$66,900 - \$120,400
FLSA status:	Exempt		

Job Summary

The Assistant Athletics Director (AD) of Athletics Finance is responsible for the planning, managing, and controlling financial, budgeting, and accounting functions for the Athletics Department.

Essential Functions

1. Oversees and monitors the Athletics Department's financial condition and reporting requirements, including but not limited to, annual financial reports, NCAA Agreed-Upon Procedures and other recurring and special reporting as needed to ensure that financial information is recorded and reported within compliance with accounting standards and Federal, State, NCAA, and SEC regulations.
2. Oversees the coordination of the budget development process and monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded.
3. Reviews and approves processed business documents including: contract and invoice payments, procurement card (pCard) reconciliations, travel expense reports, miscellaneous reimbursements, and other similar business transactions and activities.
4. Oversees financial NCAA Agreed-Upon Procedures engagement for the University, including negotiation of findings with auditors and development of management responses to findings.
5. Oversees the Director of Athletics Business Operations and provides accounting services and support to the Athletics Department, such as financial reporting, budget, and related financial services.
6. Oversees the accounting for service centers within the Athletics Department, including but not limited to, the Wellness Kitchen, SEC network, and Arena Events.
7. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
9. Performs other related duties as assigned.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 5 years of experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to staff and coaches.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields	Bachelor's degree in discipline appropriate to position plus 7 years of experience. Experience must include 2 years of experience at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position plus 5 years of experience.

Level II Bachelor's degree in discipline appropriate to position plus 7 years of experience.
Experience must include 2 years of experience at the preceding level or equivalent.

Focus of Education

Degree in Accounting or related field.

Focus of Experience

Experience in accounting and business operations.

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

See Job Family Levels

Certification or Licensure Requirements:

None Required. Certified Public Accountant is desired.

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, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 3/30/2023
