
Auburn University Job Description

Job Title: **Dir, Ath Business Operations**

Job Family: No Family

Job Code: **BA96**

Grade FO10 \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

Reporting to the Assistant Athletics Director of Athletics Finance, the Director of Athletics Business Operations manages, directs, and supervises the daily business activities of the Athletics Business Office including, but not limited to, the following functions: work-flow approvals, contract/invoice payments, procurement card (pCard) reconciliations, travel expense reports, general ledger reconciliations, and financial statement reconciliation. Assists the Assistant Athletics Director of Athletics Finance with oversight of the business operations of Auburn University Athletics. Serves as the liaison between the Athletic Department and campus on many business matters. Oversees the handling of deposits, cash advances, miscellaneous reimbursements, and petty cash. Assists in updating and training department employees on fiscal policies & procedures and monitoring to ensure compliance with such matters.

Essential Functions

1. Assists the Assistant Athletics Director of Athletics Finance with oversight of the business operations of Auburn University Athletics. Manages and supervises the daily business activities and staff of the Athletics Business Office including, but not limited to, the following functions: work-flow approvals, contract/invoice payments, procurement card (pCard) reconciliations, travel expense reports, general ledger reconciliations, and financial statement reconciliation.
 2. Performs accounting and financial duties to include (but not limited to) preparing, examining and analyzing accounting records, financial statements, and other financial reports and identifying and implementing corrective actions to ensure conformity with Auburn University and/or Auburn University Athletics policies and NCAA/SEC rules and regulations.
 3. Reviews and approves processed business documents including: contract/invoice payments, procurement card (pCard) reconciliations, travel expense reports, misc. reimbursements, and other similar business transactions and activities.
 4. Coordinates the annual NCAA Agreed Upon Procedures engagement and serves as liaison to all internal and/or external auditors.
 5. In conjunction with the Assistant AD of Athletics Finance, coordinates budget development process and monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded.
 6. Reconciles, on a monthly basis, and corrects any discrepancies in a timely manner, to general ledger accounts including, but not limited to, deferred revenue, prepaid, account receivables, and account payables.
 7. Provides technical financial and accounting assistance for the department and updates/trains department employees on fiscal policies & procedures and monitors and ensures compliance with such matters. Serves as the main point of contact for teams and departments in regards to business operations.
 8. In conjunction with the Assistant AD of Athletics Finance, assists units with requests for proposal (RFP) or bid documents to ensure conformity with applicable policies and procedures.
 9. Gathers information and prepares reports for requests as they are made throughout the year.
 10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern
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Conference (SEC) regulations in the performance of job duties.

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	Degree in Accounting, Finance, Business Administration, Business Management, or related field.
Experience (yrs.)	4	Experience in accounting, financial management, or office management in a financial/business setting. Experience in a college athletic business office is desired.

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 accounting and budget principles, practices, and the analysis of financial data. Knowledge of standard university, athletics department, NCAA, and other industry related fiscal practices, policies and procedures, rules & regulations, etc. Ability to make progress on and/or complete multiple and varied responsibilities throughout the workday. Skills in operating enterprise source solutions and Microsoft Office suite of products (particular emphasis on Excel, Word and Outlook).

Certification or Licensure Requirements

None required.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 9/23/2022
