
Auburn University Job Description

Job Title: **Supv, Ath Business Office**

Job Family: No Family

Job Code: **BB01**

Grade FO06 \$37,000 - \$55,500

FLSA status: Non-exempt

Job Summary

Supervises the daily operations of the Athletics Department Business Office.

Essential Functions

1. Supervises the daily operations of the Athletics Department Business Office to include supervising and assigning tasks to administrative support or financial staff. Serves as a point of contact for questions from employees, departmental staff, or vendors in the Business Office.
2. Oversees account maintenance and human resource procedures for the Athletics Department.
3. Coordinates, researches, and generates data for various surveys and reports.
4. Oversees preparation of monthly and bi-weekly payroll.
5. Collects and deposits monies for the Athletics Department.
6. Prepares and approves human resources, financial, and accounting forms for coding and accuracy.
7. May train department employees on procurement policies and procedures and monitors and ensures compliance.
8. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern 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	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in business operations and financial support services

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

Knowledge of financial coding, systems, and procedures.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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: 7/5/2022
