
Auburn University Job Description

Job Title: **Asst Dir, Bud & Bus Ops**

Grade FO12: \$66,900 - \$120,400

Job Code: **BB94**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function: Accounting & Finance

Job Summary

The Assistant Director of Budgets and Business Operations develops the annual budget and long-range forecast (FACET), manages day-to-day business operations of the division and is responsible for advising 21 distributed financial/administrative staff on procurement and budgeting practices while also managing several specified budgets/accounts.

Essential Functions

1. Facilitates the annual and long-range budget development process for 21 unique areas, including position budgeting for over 200 employees. This includes multiple funding types, to include centrally funded budgets, auxillary funded budgets, and student fee funded budgets. Prepares workbooks for annual budget development processes, prepares workbooks for monthly budget reconciliation processes, and prepares workbooks for 10-year forecasts.
2. Responsible for entering all budgets through Anaplan and serves as liaison with the Office of Budget and Planning. Prepares workbooks for reconciling the position budgets and merges information from Anaplan, Master Contact list and Student Affairs Human Resources. Enters all budgets into Anaplan in a timely and accurate manner ensuring Student Affairs is within their budgeted balance.
3. Manages day-to-day business operations to ensure practices across the division are compliant with university, federal, and state policies. Holds monthly business operations meetings and advises approximately 21 distributed administrative and financial staff across the division. Notifies distributed staff of updated processes and manages communication and implementation of new policies and processes to ensure successful adoption.
4. Responsible for monitoring division-wide financial transactions and activities and advises on the best practices for completing transactions. Tasked for training new distributed financial staff, and responsible for coordinating on-going training for staff in an effort to maintain compliance across the division. Serves on hiring committees and/or assists with interviewing financial/administrative staff across the division.
5. In charge of reconciling and monitoring complex budgets and funds for the following areas: the Senior Vice President (including Chart F funds), Student Affairs Business Office, Student Affairs Health Programs, East Alabama Health Agency Account, Parent & Family Programs, Assessment & Strategic Planning, TigerClub/TigerID, Student Affairs Technology, and any unit without distributed financial support. Supervises the Financial Associate who initiates/prepares financial transactions for these accounts.
6. Maintains the division's account heirarchy, approval queues, and adds/removes access. Due to the size of the division and complexity, this is an ongoing duty that requires attention to detail and working knowledge of systems and system heirarchies at Auburn University.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Bachelor's Degree	Accounting, Finance, Business Administration or related field.
Experience (yrs.)	8	Experience managing complex budgets and implementing accounting practices.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Generally Accepted Accounting Principles (GAAP), budgeting policies and practices, rule and regulations related to human resource administration, and federal, state, and university policies and guidelines.

Attention to detail, Proficient in Microsoft Excel, Strong communication skills.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

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.

No special vision requirements.

Date: 7/5/2023
