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## Auburn University Job Description

Job Title: **Exec Asst, Bus & Fin/CFO**

Job Family: No Family

Job Code: **DB35**

Grad LC09 \$44,700 - \$76,000

FLSA status: Exempt

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### Job Summary

Provides executive level administrative support in the office of the VP-Business & Finance/CFO. Under general supervision, this position manages office operations, creates management reports and works independently on ongoing and special projects. Exercises discretion and deals with information of a sensitive and confidential nature. This position also serves as the Human Resource Liaison and Financial Liaison.

### Essential Functions

1. Assists VP/CFO for all meetings; maintains files and confidential information and prepares presentations utilizing Excel spreadsheets and Powerpoint presentations. Assists the Director of Information System Support, Director of Budget Services, and Controller in administrative functions such as, but not limited to, letter writing, document reviews, and presentation preparation.
2. Screens phone calls, visitors, and correspondence and forwards to appropriate office/individual. Maintains calendar and schedules meetings. Coordinates conferences and travel and makes all necessary arrangements. Coordinates meetings, receptions, and/or events in collaboration with various national, regional, and campus committee memberships to include making travel arrangements and taking minutes.
3. Serves as a liaison with other departments and outside agencies, including other members on the management team. Handles confidential and non-routine information.
4. Manages all types of daily correspondence and monthly reports for supervisor.
5. Serves as the HR liaison for all the departments in Business & Finance; coordinates, prepares, and processes all HR related documents in a timely manner. Advises on routine day-to-day processing and support across department, which may include payroll processing and all hiring activities such as posting of positions, coordination of applicant interviews, selected candidate forms, and on-boarding process.
6. Oversees/monitors the financial affairs of the CFO's office by reviewing and processing payments, supplies and travel expenses. Reconciles budget and provides information for any discrepancies. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation; coordinates various meetings and activities.
7. Develops and/or revises office procedures and implements administrative process changes. Provides guidance to departmental staff regarding university and department policies and procedures.
8. Performs other duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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*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>
<b>Education</b>	Some college; vocational or Associate's Degree	General
<b>Experience (yrs.)</b>	5	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability.

#### **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 general office practices, knowledge of basic math, and University policies and procedures.

#### **Certification or Licensure Requirements**

None Required

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### 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, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 3/17/2017

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