



**JOB INFORMATION**

Job Code	EH07
Job Description Title	Dir, Adm/Bus & Fin, HSOP
Pay Grade	FO14
Range Minimum	\$90,440
33rd %	\$117,570
Range Midpoint	\$131,140
67th %	\$144,710
Range Maximum	\$171,840
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/6/2013

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Business Administration

**JOB SUMMARY**

Directs, administers, and oversees fiscal and business operations of the Harrison School of Pharmacy (HSOP).

**RESPONSIBILITIES**

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the HSOP, including all funding activities.
- Prepares and monitors the operating budget for the HSOP and provides financial reporting and analysis for funding activities, business operations, and project accounting.
- Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the HSOP.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
- Oversees human resources activities for the HSOP.
- Assists with strategic planning, reaccreditation, organizational analysis, and business development.
- Serves as facilities manager for the building and infrastructure.
- Oversees the information technology operations of the school and ensures efficient use of such technology for faculty, staff, and students.
- Provides oversight for special events for the HSOP.
- Prepares reports for various agencies as needed.

**SUPERVISORY RESPONSIBILITIES**

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.
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**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting, Finance, or related field	and	6 years of	Experience in accounting, financial management, and business operations	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget, and management principles and practices

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.