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## Auburn University Job Description

Job Title:	Dir, Adm/Bus & Fin, COE	Job Family:	No Family
Job Code:	EH13	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Directs, administers, and oversees fiscal and business operations of the College of Engineering.

### Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Engineering, including all funding and expenditures activities as well as the review and approval of contract and grant research proposals.
2. Prepares and monitors the operating budget for the College of Engineering and provides financial reporting and analysis for funding activities, business operations, and project accounting.
3. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the College of Engineering, including extramural funding.
4. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing grants, proposals, and other contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
5. Oversees human resources activities for the College of Engineering.
6. Assists with strategic planning, organizational analysis, and business development.
7. Provides financial planning and oversight for special events and research programs.
8. Serves as financial manager for all engineering building projects and infrastructure.
9. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.

### 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>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance, or related field
<b>Experience (yrs.)</b>	6	Experience in accounting, financial management, contract and grants, and business operations

#### 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, budget, and management principles and practices, sponsored programs, research administration rule and regulations, and financial and business administration practices.

#### 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.

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, reaching, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, .

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

Date: 9/13/2013

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