



## JOB INFORMATION

|                         |                         |
|-------------------------|-------------------------|
| Job Code                | EH13                    |
| Job Description Title   | Dir, Adm/Bus & Fin, COE |
| Pay Grade               | FO14                    |
| Range Minimum           | \$93,150                |
| 33rd %                  | \$121,100               |
| Range Midpoint          | \$135,070               |
| 67th %                  | \$149,050               |
| Range Maximum           | \$176,990               |
| Exemption Status        | Exempt                  |
| Approved Date:          | 1/1/1900 12:00:00 AM    |
| Legacy Date Last Edited | 9/13/2013               |

## 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 College of Engineering.

## RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Oversees human resources activities for the College of Engineering.
- Assists with strategic planning, organizational analysis, and business development.
- Provides financial planning and oversight for special events and research programs.
- Serves as financial manager for all engineering building projects and infrastructure.
- Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                         |
|----------------------------|---------------------------------------------------------|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---------------------------------------------------------|

## 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, contract and grants, and business operations |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget, and management principles and practices, sponsored programs, research administration rule and regulations, and financial and business administration practices.

## MINIMUM LICENSES & CERTIFICATIONS

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

## REQUIRED PRE-EMPLOYMENT/ONGOING 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      |              |            |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       | X      |              |            |            |

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