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## Auburn University Job Description

Job Title: **Dir, Adm/Bus & Fin, COSAM**

Job Family: No Family

Job Code: **EH18**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### Job Summary

Exercises primary responsibility and is accountable for the areas of finance, budget, purchasing, human resources, compliance, and support services management for the College.

### Essential Functions

1. Oversees and maintains current financial/accounting knowledge of internal processes, policies and procedures and effectively communicates with department personnel; reviews and approves financial transactions in accordance with 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.
2. Ensures compliance by providing oversight and guidance to principal investigators and administrative staff regarding pre- and post-award grant policies and regulations of both internal and external agencies.
3. Manages, in collaboration with the Dean, annual budget development and ongoing analysis and reporting. Provides financial reporting and analysis for funding activities, business operations, project accounting, and short- and long-term financial planning.
4. Oversees the Human Resources function and related activities for the College of Science and Mathematics. Supervises the Sr. Manager for Human Resources, who informs and collaborates directly with the Dean on significant human resources matters, such as Title IX, employee relations or compliance issues.
5. Advises the Dean and Dean's staff on operational areas of responsibility. Provides oversight and is responsible for all business operations in the College.
6. Assists with strategic planning, organizational analysis, and business development.
7. Provides leadership to the administrative and support staff. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.

### 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.

*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>	8	Experience in accounting, financial management, 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 policies.

#### **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,

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 9/6/2016

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