
Auburn University Job Description

Job Title: **Mgr, Financial Administration**

Job Family: No Family

Job Code: **EH23**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

Job Summary

Exercises primary responsibility and is accountable for the areas of finance, budget, IT, PPS, facilities management, compliance, support services, and potentially HR/communications management for a somewhat complex School/College as described below.

Essential Functions

1. Financial
2. Contracts & Grants
3. Budget
4. Human Resources
5. IT/PPS/Facilities
6. Other

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>
Education	Four-year college degree	Accounting, Finance or related field.
Experience (yrs.)	4	Experience in accounting, financial management, and business operations with progressively increasing levels of responsibility and accountability. Must have 2 years of experience directly supervising full-time employees.

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

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, .

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

Date: 3/15/2017
