
Auburn University Job Description

Job Title: **Dir, Acct & Finance-CLA**

Job Family: No Family

Job Code: **EH30**

Grade FO13 \$77,000 - \$138,600

FLSA status: Exempt

Job Summary

Reporting to the Dean of the College of Liberal Arts, the Director of College of Liberal Art's Accounting and Finance is responsible for the financial planning, budgeting, funding allocation, and overall financial status of the college as a whole and by individual departments.

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Liberal Arts, including all funding and expenditures activities as well as the review and approval of clinical activities.
2. Prepares and monitors the operating budget in Anaplan for the College of Liberal Arts and provides financial reporting and analysis for funding activities, business operations, and project accounting.
3. Advises and assists management officials on complex financial matters related to the College of Liberal Arts, including clinical activities, budget considerations, and transfer of funds.
4. Monitors grants and contracts, advising the Associate Dean for Research to assure that qualified personnel are assigned to develop budgets with principle investigators in the pre-awards process and assure that contracts and grants are administered in compliance with applicable AU, state and/or federal guidelines.
5. Monitors and reviews compliance and security of patient files and medical billing in the Department of Speech, Language, and Hearing Sciences. May assist with internal or external audit of patient billing and Auburn University's accounts receivable reconciliation.
6. Assists with College of Liberal Art's strategic planning, organizational analysis, and business development to ensure alignment with University finance, accounting and business development guidelines.
7. Provides financial long-term planning and oversight for special events and research programs.
8. Manages a team of two employees with responsibilities of departmental functional areas. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.
9. Performs other duties as assigned.

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	Degree in Accounting or Business Administration concentrating in Accounting.
Experience (yrs.)	8	Experience in financial analysis and accounting including forecasting and projection using advance techniques and accounting GAAP standards. Must have at least 3 years 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 Auburn University policy and procedures, federal and state contract guidelines for not-for-profit organization and intermediate to advance understanding of acceptable contract language, medical coding and billing guidelines, and HIPPA compliance.

Computer skills to include Intermediate to Advanced Excel skills.

Certification or Licensure Requirements

HIPPA Certification required.

CPA preferred.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

Date: 1/21/2021
