
Auburn University Job Description

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

Job Family: No Family

Job Code: **EH31**

Grade FO14 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

Reporting to the Dean of the College of Education, this position Directs, administers, and oversees fiscal and business operations of the College of Education.

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Education, including all funding and expenditures activities.
2. Prepares and monitors the operating budget for the College of Education 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 Education, 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. Responsible for the human resources activities to include position development, performance evaluation, reclassification, promotion, student employment, etc., and productively engages university human resources. Supervises the Human Resources staff.
6. Assists with strategic planning, organizational analysis, and business development.
7. Serves as financial manager for all education building projects and infrastructure.
8. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
9. Serves as primary contact for legal and space issues.
10. May perform other duties as assigned by supervisor.

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, Financial Management, Business, or relevant field.
Experience (yrs.)	8	Experience in accounting, financial management, and business operations. Must have at least 2 years' experience supervising or mentoring 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.

Knowledge of sponsored programs and research administration rules and regulations.

Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, and coordination of people and resources.

Advanced skills with current Microsoft Office software with expertise specifically with Excel.

Exceptional writing, communication, interpersonal, and presentation skills.

Demonstrated experience researching and preparing complex executive level documents, reports, and presentations on a variety of strategic topics.

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.

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, and lifting up to 10 pounds.

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

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

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Date: 2/15/2022

