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## Auburn University Job Description

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

Job Family: No Family

Job Code: **EH33**

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

FLSA status: Exempt

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### Job Summary

Reporting to the Dean of the College of Forestry, Wildlife and Environment (CFWE), oversees all administrative, fiscal and business operations, including Finance, Human Resources, Information Technology, Communications, and CFWE facilities/space management.

### Essential Functions

1. Exercises primary responsibility over the strategic budgeting, reporting, and monitoring of all financial matters within the College of Forestry, Wildlife and Environment.
2. Provides financial reporting and strategic analysis for funding activities, project accounting, and state and federal appropriations, including budgeting and financial oversight for the Solon Dixon Forestry Education Center and the Kreher Preserve and Nature Center.
3. Advises and assists the Dean and CFWE leadership on complex fiscal matters, budget considerations, strategic planning, project management, and other administrative matters.
4. Provides strategic oversight and administrative leadership for finance, information technology, communications, and the Kreher Preserve and Nature Center.
5. 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.
6. Counsels senior management on short-term and long-term financial objectives, policies, and actions.
7. Provides leadership to the administrative and support staff which may include delegating work, ensuring accurate and timely completion, and resolving complex and non-routine issues.
8. Serves as facilities manager for the building and infrastructure. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
9. Directs and oversees grant proposal submission, and ensures compliance by providing pre-and post award oversight and guidance to principal investigators and administrative staff.
10. Oversees the Human Resources function and related activities for the College of Forestry, Wildlife, and Environment.
11. 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>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance, Business Administration, or related field.
<b>Experience (yrs.)</b>	6	Experience in accounting, financial management, contracts and grants, and business operations. Must have 3 years of 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 generally accepted accounting principles and regulations governing contractual agreements, federal and state regulations, and Auburn University guidelines.

Knowledge of Banner Access software applications, Excel, Word, PowerPoint, Kronos

#### **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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 9/12/2022

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