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## Auburn University Job Description

Job Title: **Mgr, Business & Financial Ops**

Job Family: No Family

Job Code: **HC75**

Grade FO10 \$54,800 - \$93,200

FLSA status: Exempt

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### Job Summary

Under minimal supervision, manages and administers the technology transfer administrative process in the Office of Innovation Advancement and Commercialization.

### Essential Functions

1. Monitors and reviews terms of IAC License Agreements to determine if licensees are in compliance with the terms of the agreements as it relates to royalties and patent expense. Reviews agreements and any applicable amendments for billing royalties or patent expense reimbursement. Communicates with Licensing Officers, inventors, licensees and university schools and departments as needed.
2. Reviews monthly Banner statements to guarantee accuracy of records and makes corrections if necessary. Monitors department financial operations and performs analyses in order to develop, implement and maintain solutions to financial issues. Coordinates, prepares, processes and maintains records of financial transactions such as journal entries, payment vouchers, cash collection reports, and internal transaction vouchers in the University Banner System.
3. Develops and prepares IAC Monthly and Annual reporting and other analyses as requested. Prepares annual budgets for the department as well as submits details to the Director for inclusion in the annual reporting to the Association of University Technology Managers (AUTM). Prepares and reports monthly and annual IAC metrics. Performs detailed monthly reviews of the department's Banner Financial Statements including reconciling multiple accounts.
4. Reviews and monitors the activities of the staff to include the [patent administrator], the government compliance administrator and the [technology transfer administrator]. Communicates with staff to review processes in an effort to monitor efficiencies and needs. Identifies staff development and training needs and seeks resources to meet the needs.
5. Reviews and approves attorney fees for processing by identifying the specific IP involved in the expense and noting the proper intellectual property ID. Coordinates with attorneys or other entities to encourage utilizing the LEDES format to reduce processing time of transactions and improve efficiencies. Performs monthly review of transactions billed by a foreign annuity service. Communicates with Patent Administrator with any open items.
6. Coordinates with the database provider to maintain the Inventor and department Portals to provide a unique service to AU inventors, department heads and deans. Communicates with the department heads and deans offices of updates and/or changes to the portal.
7. Monitors procedures and processes to enhance the effectiveness and efficiency of the management of the office.

### 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.

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*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 business.
<b>Experience (yrs.)</b>	6	Experience in a financial analysis and reporting position dealing with contracts. Must have at least 1 year 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 the administrative technology process with a working knowledge and understanding of IP management, government compliance, and contract guidelines. Knowledge of AU patent policy.

#### 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 10 pounds.

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

Date: 12/12/2017

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