
Auburn University Job Description

Job Title:	Mgr, Development Acct	Job Family:	No Family
Job Code:	KA02	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

Job Summary

Prepares the annual operating budgets and directs the payment services for two institutionally related foundations and prepares gift reporting services to the University.

Essential Functions

1. Prepares the annual operating budgets for board approval of two institutionally related foundations. This includes preparation of the Services & Facilities cost allocation schedule supporting the operating agreement between the University and the Foundations, and preparation of the University budgets for the offices of Development and Alumni and Development Support Services.
2. Establishes and maintains approved budgets within the accounting systems of the Auburn University Foundation and Auburn University Real Estate Foundation; approves all budget entries.
3. Oversees the preparation of the monthly budget status reports ensuring accurate and timely reporting and monitors significant variances.
4. Oversees the preparation of the monthly cost allocation calculation for shared services and prepares the payment transfers to Auburn University under the respective Services and Facilities agreements for both Foundations.
5. Oversees the disbursement function for two institutionally related foundations including approval and processing of vouchers, proper expense classification, and tax reporting.
6. Prepares surveys and special reports of the philanthropic activities of Auburn University for various sources such as Council for Aid to Education, CASE, and other external reporting purposes consistent with the guidelines of the requesting agency or organization.

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, Finance or related field
Experience (yrs.)	7	Experience in accounting, budgeting, and financial reporting. Must have at least 2 years experience directly supervising full-time staff.

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 principles related to gifting standards in higher education such as IRS gift receipting. Developed supervisory skills.

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 walking, sitting, handling objects with hands, .

Job occasionally requires standing, reaching, talking, hearing, and lifting up to 10 pounds.

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

Date: 11/4/2016
