
Auburn University Job Description

Job Title:	Dir, Bus&Fiscal Admin	Job Family:	No Family
Job Code:	KA05	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs the financial planning, budgeting, and funding allocation functions for a college or school. This position oversees accounting and reporting of all financial matters within the college or school. Works closely with the college or school Dean and senior leadership team to develop the strategic planning, organizational analysis, and long-range plan to ensure alignment within the college or school

Essential Functions

1. Provides direction and assistance to the academic department heads, and chairs and their accounting staff regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
2. Develops policies, guidelines, and procedures for budget administration, gift account management, contracts and grants management, severance plan, and faculty compensation for the college or school.
3. Prepares and monitors the operating budget for the college or school and provides financial reporting and analysis for funding activities, business operations, and project accounting. This includes long-range planning.
4. Directs budgeting, allocation, expenditure, cash drawdown, and reporting of Federal and State appropriations in accordance with Federal and State regulations and Auburn University guidelines.
5. Advises senior management on short-term and long-term management strategies and financial objectives, policies, and actions.
6. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and AU guidelines are employed.
7. May direct the allocation of funds for active construction projects.
8. May perform other duties as assigned.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 Business, Management, Finance, Accounting, or related field
Experience (yrs.)	8	Experience in financial management and accounting

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, practices, and the analysis of financial data. Knowledge of management principles related to resource allocation and budgeting

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 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 standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 1/3/2012
