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## Auburn University Job Description

Job Title:	<b>Accountant, Financial Rept</b>	Level I	Grade FO08 \$45,000 - \$72,000
Job Code:	<b>KA06</b>	Level II	Grade FO09 \$48,700 - \$82,800
FLSA status:	Exempt	Level III	Grade FO10 \$54,800 - \$93,200

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### Job Summary

Assists in preparing and distributing of financial reports and related external audit information for Auburn University.

### Essential Functions

1. Assists in preparing, editing, and reviewing/publishing of the financial statements following federal, state and higher education reporting guidelines.
2. Serves as liaison between colleges, schools and university departments in order to communicate and monitor mandated federal compliance requirements. Completes the annual service center breakeven analysis and approval of the rate development calculation.
3. Coordinates various audit activities to ensure departmental compliance with Federal guidelines and reporting standards. Assists in the preparation of footnotes and annual audit schedules for external auditors and assist them with answering questions about financial activity for the year.
4. Prepares ad hoc reports, monthly reconciliations (including, but not limited to, bank reconciliations, prepaid insurance and payroll to fringe expenditures to financial statements) and analysis of financial data to include but not limited to revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance administrative decisions effecting university wide policies and procedures.
5. Reviews and/or prepares journal entries, collection reports (including reimbursement of purchasing card transactions) and cash transfers for university transactions throughout the year as well as year-end audit adjustments and reclassifications to make sure financial transactions are recorded properly and are in compliance with federal, state and higher education reporting guidelines.
6. Reviews system reports. Researches issues and coordinates with Information System Support personnel to resolve out-of-balance issues. Ensures proper documentation is uploaded to Xtender.
7. Records and monitors internal loans. Prepares monthly entries to charge principal and interest payments. Ensures transactions are updated to the general ledger. On a monthly basis, prepares bond payments, including booking the transactions to the general ledge. Assists in the preparation of the bond Offering Statement. During a bond offering, assists in obtaining data to present to the rating agencies.
8. Prepares monthly statements for the AUHDCC and the Jules Collins Smith Museum and completes legal expense analysis for General Counsel.
9. Reviews wire transfers and related documentation between Procurement and Business Services and Cash Management to ensure wires are initiated by the department and approved by appropriate units.
10. Monitors the University's Chart of Accounts. Creates new FOPAL elements within the university's ERP system.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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## **Auburn University Job Description**

performance reviews of other employees.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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## Auburn University Job Description

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### Minimum Required Education and Experience

**Level I** Bachelor's degree in discipline appropriate to position plus 2 years experience.

**Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

**Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### **Focus of Education**

Degree in Accounting or a Degree plus a CPA.

#### **Focus of Experience**

Experience in financial reporting and/or auditing

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

See Job Family Levels

#### **Certification or Licensure Requirements:**

CPA is required if Degree is not in Accounting.

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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, 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: 8/10/2021

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