
Auburn University Job Description

Job Title: **Accountant, Financial Reporting** Grade FO11 \$59,500 - \$107,100
Job Code: **KA08**
FLSA status: Exempt
Job Family: Financial & Business Operations
Job Function: Accounting & Finance

Job Summary

Responsible for the accurate presentation of the University's Annual Financial Report and University Financial Internal Controls. This position must have the knowledge of 100+ Governmental Accounting Standards Board (GASB) pronouncements, the ability to analyze financial data, and the ability to provide information for university-wide decisions.

Essential Functions

1. Prepares edits and reviews the University's Annual Financial Report in accordance with Generally Accepted Auditing Principles (GAAP) and 100+ Governmental Auditing Standards Board (GASB) pronouncements. Completes 200+ year-end accrual period entries to ensure compliance with GAAP and GASB for all four divisions of the University. Coordinates various audit activities to ensure departmental compliance with GAAP and GASB pronouncements. Assists in the preparation of footnotes disclosures required by the GASB pronouncements and annual audit schedules for external auditors as well as State Examiners of Public Accounts. Assists them with answering questions about financial activity and compliance with State of Alabama laws and regulations. Ensures the University administers and adheres to financial internal controls.
 2. Reviews and interprets legal documents, specifically all lease agreements and subscription-based information technology arrangements (SBITA), to measure the lease/subscription assets and liabilities to appropriately account for these agreements in accordance with GAAP and GASB pronouncements.
 3. Prepares monthly reconciliations (including, but not limited to, bank reconciliations, prepaid insurance, general liability, bond spending, 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 affecting university-wide policies and procedures. 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.
 4. Reviews and/or prepares journal entries, collection reports (including reimbursement of purchasing card transactions and vanity tags) and cash transfers for University transactions throughout the year for all University departments and units as well as year-end audit adjustments and reclassifications to make sure financial transactions are in accordance with GAAP and GASB pronouncements. On a monthly basis, complete entries to fund bond projects and allocate cash pool interest to applicable Banner funds.
 5. Responsible for the University's Chart of Accounts. Creates and revises FOAPAL elements within the University's Enterprise Resource Planning (ERP) system. Tests all Banner Finance upgrades, which occur at least quarterly. 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.
 6. Prepares ad hoc reports for internal and external constituencies, including Institutional Research, Risk Management, bond rating agencies, financial institutions, as well as state federal agencies. Prepares surveys which includes but not limited to Integrated Postsecondary Education Data System (IPEDS), Delaware Study of Instructional Costs, and Times Higher Education Survey. Reviews Agency funds and notifies responsible parties of deficits. Prepares monthly statements
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for the Auburn University & Dixon Conference Center (AUHDCC) and the Julee Collins Smith Museum and completes legal expense analysis for General Counsel. Completes the annual Service Center break-even analysis and approval of the rate development calculation for 50+ service and recharge centers.

7. Records and monitors internal loans. Prepares amortization schedules and 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 ledger. Assists in the preparation of the Bond Offering Statement. During a bond offering, assists in obtaining data to present to the rating agencies.

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	Bachelor's Degree	Degree in Accounting or a Degree plus a CPA
Experience (yrs.)	6	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

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.

Certification or Licensure Requirements

If degree is not in Accounting, Certified Public Accountant license is required. Masters of Accountancy (Macca) or Masters in Business Administration (MBA) is preferred.

Pre-Employment Screening Requirements

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 1/23/2024
