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## Auburn University Job Description

Job Title: **Mgr, Accounting, Department**

Job Family: No Family

Job Code: **KA16**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

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### Job Summary

Supervises staff and manages the accounting activities for a college, school or department.

### Essential Functions

1. Performs accounting and financial duties to include (but not limited to) preparing, examining and analyzing accounting records, financial statements, and other financial reports and identifying and implementing corrective actions to ensure conformity with Auburn University policies and federal/state laws, rules, and regulations.
2. Coordinates budget development and monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded.
3. Monitors business operations and performs cost benefit analyses of programs in order to develop, implement, and maintain solutions to financial issues.
4. Prepares reports and presents financial analyses data and statistics.
5. Researches, develops, implements, and revises accounting systems to strengthen internal controls and promote fiscal responsibility.
6. Provides technical financial and accounting assistance for the unit/division.
7. Serves as liaison to Business Office and other University offices.
8. Assists internal and/or external auditors in reconciling financial records.

### 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>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance or related field
<b>Experience (yrs.)</b>	5	Experience in accounting services

#### **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**

Knowledge of accounting and budget principles, practices, and the analysis of financial data.

#### **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.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, 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: 1/4/2012

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