



**JOB INFORMATION**

|                         |                         |
|-------------------------|-------------------------|
| Job Code                | KA19                    |
| Job Description Title   | Dir, Financial Services |
| Pay Grade               | FO14                    |
| Range Minimum           | \$93,150                |
| 33rd %                  | \$121,100               |
| Range Midpoint          | \$135,070               |
| 67th %                  | \$149,050               |
| Range Maximum           | \$176,990               |
| Exemption Status        | Exempt                  |
| Approved Date:          | 1/1/1900 12:00:00 AM    |
| Legacy Date Last Edited | 1/2/2024                |

**JOB FAMILY AND FUNCTION**

|               |                                 |
|---------------|---------------------------------|
| Job Family:   | Financial & Business Operations |
| Job Function: | Accounting & Finance            |

**JOB SUMMARY**

Directs and administers all fiscal compliance and business operations for a division of an organization as the senior administrative business and finance officer.

**RESPONSIBILITIES**

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the division including all funding.
- Coordinates and facilitates administrative management of day-to-day activities and directs policy formulation to ensure the most efficient usage of human and economic resources.
- Prepares and monitors the operating budget for the division, and provides financial reporting and analysis for business operations and project accounting.
- May oversee and facilitate federal records management and serve as lead federal officer fiscal, civil service retirement, life insurance, space, and excess property management.
- Serves as the responsible authority for all business and financial decisions involving the procurement and leasing of equipment, the maintenance and operation of systems, and the selection and procurement of new purchases.
- Serves as business liaison for division working with Auburn University faculty, staff, students, state agencies, and general public.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, state bid law, other regulations, and good fiscal practices are employed.
- Advises the top management officials on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters related to the Division.
- Interfaces with government agencies concerning contractual requirements, project funding, and invoice payments.

**SUPERVISORY RESPONSIBILITIES**

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---|

**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

| Education Level   | Focus of Education  |     | Years of Experience | Focus of Experience  |
|-------------------|---|-----|---------------------|--|
| Bachelor's Degree | Degree in Business, Management, Finance, Accounting, or related field | and | 7 years of          | Experience developing, monitoring, analyzing, and overseeing budgets with progressing levels of responsibility and accountability. Must include at least 2 years experience directly managing full-time employees. |

Substitutions Allowed for Experience: Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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

### MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

### REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        | X            |            |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       | X      |              |            |            |
| Extreme heat           |       | X      |              |            |            |
| Humidity               |       | X      |              |            |            |
| Wet                    |       | X      |              |            |            |
| Noise                  |       | X      |              |            |            |
| Hazards                |       | X      |              |            |            |
| Temperature Change     |       | X      |              |            |            |
| Atmospheric Conditions |       | X      |              |            |            |
| Vibration              |       | X      |              |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.