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## Auburn University Job Description

Job Title: **Dir, Financial Services**

Job Family: No Family

Job Code: **KA19**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

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### 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.

### Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the division including all funding.
2. 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.
3. Prepares and monitors the operating budget for the division, and provides financial reporting and analysis for business operations and project accounting.
4. May oversee and facilitate federal records management and serve as lead federal officer fiscal, civil service retirement, life insurance, space, and excess property management.
5. 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.
6. Serves as business liaison for division working with Auburn University faculty, staff, students, state agencies, and general public.
7. 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.
8. Advises the top management officials on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters related to the Division.
9. Interfaces with government agencies concerning contractual requirements, project funding, and invoice payments.

### 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>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Finance, Accounting, or related field
<b>Experience (yrs.)</b>	7	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 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, 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: 11/13/2017

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