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## Auburn University Job Description

Job Title: **Mgr, Fin Report & Property Svs**

Job Family: No Family

Job Code: **KA38**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Manages the maintenance of financial records and reporting financial information and manages the property and inventory program for all four divisions of the university.

### Essential Functions

1. Assists in the management of the university's consolidated financial records for all four divisions, including general and operating ledgers as well as coordinates analysis of financial statements and account code data.
2. Manages the property records for the university as a whole and oversees the fixed asset module, substantiating system integrity and ensuring property records are in compliance with applicable federal and state regulations and University policy.
3. Prepares, reviews, and edits the university's consolidated financial statements as well as divisional financial statements as well as divisional financial and property records, fund, account and bank reconciliations as well as internal and external financial reports.
4. Oversees the consolidation of the university and its component units' financial information for submission for state annual reports.
5. Coordinates with Surplus Property to ensure appropriate reporting and tracking of fixed asset disposals as well as ensures proper training of staff on all control functions, verifications, and audits.
6. Serves as a liaison with deans, directors, property managers, and financial personnel within academic or administrative units, ensuring applicable policies and procedures are communicated and followed.
7. Recommends improvements in procedures, practices, systems, files, and considers implication of alternatives.

### 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, Property Management or related field
<b>Experience (yrs.)</b>	5	Experience in financial reporting and 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

Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) & Financial Accounting Standards Board (FASB) pronouncements, and Financial Accounting and Reporting Manual (FARM).

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

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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