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## Auburn University Job Description

Job Title:	<b>Analyst, IRF Finance Rept</b>	Level I	Grade 32 \$35,000 - \$58,400
Job Code:	<b>KA39</b>	Level II	Grade 33 \$39,300 - \$65,500
FLSA status:	Exempt	Level III	Grade 34 \$45,100 - \$75,100

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### Job Summary

Prepares financial statements and related external audit and tax information for Auburn University's institutionally related foundations (IRF).

### Essential Functions

1. Prepares, edits, reviews, and distributes financial statements following Financial Accounting Standards Board (FASB) guidelines.
2. Coordinates with external auditors to provide information and ensure compliance.
3. Prepares periodic financial reports for meetings of the Board of Directors of the Foundation; analyzes data and prepares special reports and analyses as needed.
4. Analyzes activities and events for sales tax and unrelated business tax implications, and prepares necessary documents.
5. Reviews and approves journal and transfer journal entries between the IRF and Auburn University to facilitate fund flow, budgetary accounting, and maintenance.
6. Coordinates with the AU Office of Financial Reporting regarding year-end conversions of financial statements, presentations, audit assistance, and the Services and Facilities agreement calculation and transfer.
7. Maintains and reviews processes and procedures related to transactions in Banner and other financial software systems, ensuring information is accurate and appropriate.
8. Analyzes data and prepares reports as requested; serves as an information resource on FASB financial reporting, tax, and budget issues related to IRF.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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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## Auburn University Job Description

### Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	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.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

#### Focus of Education

Degree in Accounting or Finance, or a Degree plus a CPA

#### Focus of Experience

Experience in financial statement preparation and accounting

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

See Job Family Levels

#### **Certification or Licensure Requirements:**

CPA is required if Degree is not in Accounting or Finance.

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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, .

Job occasionally requires standing, walking, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/1/2020

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