



## JOB INFORMATION

|                         |                             |
|-------------------------|-----------------------------|
| Job Code                | KA39A                       |
| Job Description Title   | Analyst I, IRF Finance Rept |
| Pay Grade               | FO08                        |
| Range Minimum           | \$49,050                    |
| 33rd %                  | \$58,860                    |
| Range Midpoint          | \$63,760                    |
| 67th %                  | \$68,670                    |
| Range Maximum           | \$78,480                    |
| Exemption Status        | Exempt                      |
| Approved Date:          | 1/1/1900 12:00:00 AM        |
| Legacy Date Last Edited | 5/1/2020                    |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

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

## RESPONSIBILITIES

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

## SUPERVISORY RESPONSIBILITIES

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

## 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 Accounting or Finance, or a Degree plus a CPA | and | 0 years of          | Experience in financial statement preparation and accounting |  |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications           | Licenses/Certification Details                             | Time Frame | Required/Desired |  |
|-----------------------------------|--|------------|------------------|--|
| Certified Public Accountant (CPA) | CPA is required if Degree is not in Accounting or Finance. | Upon Hire  | 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      |              |            |            |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration         |       | X      |              |            |            |

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