Job Title: Mgr, Shared Services Acct
Job Code: KA44
FLSA status: Exempt

Job Summary
Reporting to the Director, Shared Services, manages the accounting activities for all departments supported by Central Support Services.

Essential Functions
1. Manages and oversees the daily operations of accounting functions to include, but not limited to, reviewing monthly banner statements to guarantee accuracy of records and makes corrections if necessary. Monitors department financial operations and performs analyses in order to develop, implement, and maintain solutions to financial issues.
2. Provides technical financial and accounting assistance to the Director.
3. Manages the department staff to include training, conducting formal performance evaluations, and making decisions or having significant input into pay and hiring/firing decisions.
4. Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
5. Assists the director with preparation of financial statements to include but not limited to, business activities annual budgets, and financial position forecasting.
6. Assists the director with management of contract agreements to ensure accounting responsibilities adhere to contract specifications.
7. May perform other duties as assigned.

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.
Auburn University Job Description

Minimum Required Education and Experience

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<tr>
<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
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<td>Four-year college degree</td>
<td>Degree in Accounting, Finance or a degree plus a CPA.</td>
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<td>Experience (yrs.)</td>
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<td>Experience in managing financial matters for an organization, including budgeting, forecasting,</td>
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<td>projecting and analysis of financial data. At least (1) one year experience in supervising or</td>
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<td>mentoring employees.</td>
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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
Knowledge of accounting practices and principles, and analysis of financial data, knowledge and demonstration of best practices in budgeting and financial planning.

Certification or Licensure Requirements
None required.

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 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 talking, .

Job occasionally requires standing, walking, handling objects with hands, .

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

Date: 3/20/2019