
Auburn University Job Description

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|--------------|-------------------------------------|-------------|---------------------|
| Job Title: | Mgr, Fin Plan & Analysis | Job Family: | No Family |
| Job Code: | KA44 | Grade 36: | \$59,700 - \$99,600 |
| FLSA status: | Exempt | | |

Job Summary

Prepares, analyzes, and maintains financial statements, plans, and projects that support the University's strategic plans for program creation, stability, or capital investment (at the institutional level, as well as for the college/units) for Auburn University. Serves as the technical and functional lead for the university's planning and budgeting software.

Essential Functions

1. Serves as the technical and functional lead for the university's planning and budgeting software. This includes providing end-user support and working with other personnel to build additional models under the connected planning concept, reporting, and dashboards.
2. Leads efforts of historical trend analysis for the university and using data to project future revenues and expenses of specific line items and at a global level.
3. Collaborates with the Asst VP, Budgets & Bus Ops in updating the university's long-term financial model, reporting dashboard, and building different scenarios.
4. Collaborates with other business and auxiliary units on campus to build pro-formas that will include preparing ROI analyses and identify key performance indicators to assess sustainability success.
5. Collaborates with Budget Services groups on detailed analysis of quarterly management statements to identify potential issues or opportunities for improvement and resolution of variances.
6. Oversees personnel in the Financial Planning and Analysis area, which would include professional and administrative support staff involved in the shared service function of business process.

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> |
|--------------------------|--------------------------|--|
| Education | Four-year college degree | Degree in Accounting, Finance or a degree plus a CPA. |
| Experience (yrs.) | 5 | 5 years of experience in financial reporting, financial analysis, and/or budgeting within a large, complex organization with at least 3 years of progressive experience utilizing budgeting and financial software |

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 generally-accepted accounting practices and principles, ability to analyze financial data, knowledge and demonstration of best practices in budgeting and financial planning.
Critical thinking skills in order to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Ability to learn, navigate, and administer budget and long-term financial planning software.

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
