
Auburn University Job Description

Job Title:	Dir, Acct & Fin Ops ARTF	Job Family:	No Family
Job Code:	KA49	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Responsible for the financial accounting and reporting operations of the Auburn Research and Technology Foundation (ARTF) and Auburn Research Park I (ARPI), both nonprofit 501(c)(3) organizations, within the areas of finance, budget, purchasing, taxation, and annual audits with external auditors, as required by Auburn University. This position is also responsible for the financial budgeting and reporting for the Auburn University Office of External Engagement and Support (EES).

Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters for ARTF, ARPI, and EES. Ensures that generally accepted accounting principles (GAAP), regulations governing not-for-profit corporations, and University policies and procedures are followed for managing, processing, and recording all transactions.
2. Develops, implements, and maintains fiscal policies and procedures, which ensure that generally accepted accounting principles, contractual agreements, federal and state regulations and Auburn University and ARTF/ARPI guidelines are employed. Regularly reviews and modifies internal controls as operations and systems evolve to ensure the integrity of financial data and the protection of assets.
3. Assists management on complex fiscal matters, budget considerations, and other fiscal matters related to ARTF/ARPI, including financing construction, calculates projections and other strategic financial matters. Oversees and assists with long-term financial planning, analytics, and performance modeling for future ventures and projects.
4. Oversees financial audits and tax return preparation for ARTF/ARPI with outside auditing firm including findings with auditors and development of management responses to findings and reporting to Auburn University BOT and ARTF BOD.
5. Provides accounting services and support to ARTF/ARPI management, (a nonprofit 501(c)(3) organization) and their Boards of Directors, such as finance committee reporting, audit, 990 tax return preparation, and other Board related financial reporting.
6. Provides direct supervision and guidance for the accounting staff including review of transactions and reports and compliance with controls.
7. Serves as the primary contact for communication with Auburn University Business Office and Accounting and outside accounting and audit firms.
8. May perform other duties as assigned by supervisor.

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 Business, Accounting, Finance, or related.
Experience (yrs.)	8	Certified Public Accounting experience within the areas of accounting, audit, financial management, and business operations reflecting progressively increasing levels of responsibility and accountability. Must have 2 years of experience directly managing full-time employees.

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

Advanced knowledge of GAAP accounting principles and practices, budget principles and practices, and the analysis and reporting of financial data.

Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, and coordination of people and resources.

Knowledge of audit preparation and review with outside firms.

Ability to communicate effectively and present information to stakeholders.

Certification or Licensure Requirements

Certified Public Accountant (CPA) Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 25 pounds.

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

Date: 10/26/2021
