
Auburn University Job Description

Job Title: **Accounting/Financial Analyst**

Job Family: No Family

Job Code: **KA50**

Grade 33: \$39,300 - \$65,500

FLSA status: Exempt

Job Summary

Performs a variety of responsibilities for the financial operations for all academic units. This includes financial reporting, analysis, budgeting and forecasting, compliance with university requirements and policies, transaction approval, and serves as a resource for departments regarding budget and financial practices.

Essential Functions

1. Performs routine day-to-day accounting and financial duties to include (but not limited to) prepare, examine, code, and process department's financial transactions; reviews and verifies documentation for completeness, accuracy, and compliance with policies and procedures; Investigates and resolves inconsistencies and errors in financial documentation obtaining information from written policies and/or higher-level staff and escalating to the appropriate person/office as needed.
2. Initiates and/or responds to routine inquiries concerning purchasing, procurement, or payment compliance with university policy. Assists vendors, parents, students, or departments concerning payments, balances, discrepancies, or other account issues.
3. Assists in the administrative management of contracts by monitoring budget; coordinating change orders, time extensions, budget reallocations; and financial reporting from inception to close-out.
4. Supports the tracking, monitoring, and analyzing the department's or division's budget; Monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded; Reviews, investigates and corrects errors in financial entries, documents, and reports; ensures departmental leadership is informed regarding any and all financial issues or anomalies that may arise.
5. Prepares, reviews, and/or analyzes the division's quarterly management statements including budget-to-actual and year-over-year actual variances; unrestricted reserve reports; and other reporting under the Strategic Budgeting Initiative.
6. Assists in the development and maintenance of data and databases; Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports on a regular or ad hoc basis.
7. May perform other duties as assigned.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Accounting, Finance, Business or related field. An MBA, MA cc, or CPA can be substituted for the specific degree.
Experience (yrs.)	4	Experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.

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 principles, budget principles specifically responsibility center management, cost accounting principles, and tools related to resource allocation.

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.

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, reaching, and lifting up to 25 pounds.

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

Date: 4/26/2022
