
Auburn University Job Description

Job Title: **Sr. Spec, Fin Plan & Analysis**

Job Family: No Family

Job Code: **KA54**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

Job Summary

Reporting to the Manager, Financial Planning and Analysis, this position analyzes management statements, plans, and models that support the University's strategic plans for program creation and stability (at the institutional level, as well as for the colleges/units).

Essential Functions

1. Partners with cross-functional budget team to develop road map, identify needs, and understand existing models. Assists in the process of translating into efficiently built and enhanced Anaplan solutions for the purpose of fulfilling budgeting and reporting needs across various units on campus
2. Assists in data validation, testing, and overall deployment of new models to ensure an accurate and successful project within Anaplan. Troubleshoots system and provides recommendations for solutions. Interacts with Budget and Planning Services team to enhance the platform based on feedback from campus.
3. Coordinates, compiles, and analyzes financial data for the institution. Develops future enhancements of existing models to drive planning efficiency and growth that is then utilized to provide information to Business and Finance leadership.
4. Continuously identify gaps and opportunities for projects that will streamline workflows and overall processes. Collaborate with internal teams to identify areas of opportunity for data automation and efficiency.
5. Collaborates with finance teams across campus to help solve financial challenges including building long-term financial plans in auxiliary areas and other units.
6. Develops business-specific dashboards for improved decision-making.

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. A CPA can be substituted for the specific degree.
Experience (yrs.)	3	Experience in financial planning and analysis or financial modeling.

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,

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, handling objects with hands, and lifting up to 25 pounds.

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

Date: 6/6/2022
