
Auburn University Job Description

Job Title: **Dir, ACES Financial Services**

Grade FO14 \$85,500 - \$162,500

Job Code: **KA55**

FLSA status: Exempt

Job Family: Financial & Business Operations

Job Function:

Job Summary

Directs and administers all of Alabama Cooperative Extension System (ACES) fiscal compliance and business operations for a division of an organization as the senior administrative business and finance officer.

Essential Functions

1. Exercises primary responsibility over the ACES accounting, reporting, budgeting, and monitoring of all financial matters within the division including all funding. Provides leadership to the administrative and support staff which may include delegating work, ensuring accurate and timely completion, and resolving complex and non-routine issues.
 2. Coordinates and facilitates administrative management of day-to-day activities and directs policy formulation to ensure the most efficient usage of human and economic resources. Provides strategic oversight and administrative leadership for finance, information technology, communications
 3. Prepares and monitors the operating budget for ACES division, and provides financial reporting and analysis for ACES business operations and project accounting.
 4. May oversee and facilitate federal records management and serve as lead federal officer fiscal, civil service retirement, life insurance, space, and excess property management
 5. Serves as the responsible authority for all ACES business and financial decisions involving the procurement and leasing of equipment, the maintenance and operation of systems, and the selection and procurement of new purchases.
 6. Directs and oversees grant proposal submission, and ensures compliance by providing pre-and post award oversight and guidance to principal investigators and administrative staff.
 7. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, state bid law, other regulations, and good fiscal practices are employed
 8. Advises and assists the ACES Director and leadership on complex fiscal matters, budget considerations, strategic planning, project management, and other administrative matters. Counsels senior management on short-term and long-term financial objectives, policies, and actions.
 9. Interfaces with government agencies concerning contractual requirements, project funding, and invoice payments.
 10. Provides financial reporting and strategic analysis for funding activities, project accounting, state and federal appropriations, including budgeting, allocation, expenditure, cash drawdown. Provides financial oversight for Graham Farm & Nature Center, 67 individual county offices, and Alabama A&M University.
 11. Frequently interacts with colleagues from Auburn University's Office of Audit-Compliance-Privacy, given ACES funding of one 100% FTE dedicated to ACES field work within the state of Alabama. The department rotates reviews that include face-to-face county visits amongst 67 counties on a three year rotational basis.
 12. Serves as facilities manager for the building and infrastructure. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
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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	Bachelor's Degree	Degree in Busines, Accounting, Finance, Management, Administration of Higher Education, or relevant.
Experience (yrs.)	8	Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have 2 years experience supervising 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

Knowledge of human resources policies, practices, precedents, and laws related to performance review and employee development. Knowledge of staff development techniques and strategies.

Certification or Licensure Requirements

None Required.

Pre-Employment Screening Requirements

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 and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, stooping/kneeling/crouching/crawling, talking, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 8/3/2023
