
Auburn University Job Description

Job Title: **Financial Analyst III, Endowment** Grade FO11 \$59,500 - \$107,100
Job Code: **KD03**
FLSA status: Exempt
Job Family: Financial & Business Operations
Job Function: Accounting & Finance

Job Summary

The Financial Analyst III, Endowment position has critical process, control, and recording responsibilities for Endowment financial reporting and analytics including recording financial portfolio values and investment capital activity, producing reports and analytics for leadership, and facilitating the annual independent financial audit relating to investments values and disclosure notes for Auburn University, Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.

Essential Functions

1. Prepares, drafts, and reviews annual financial statement audit documentation, reports, and disclosure notes for Endowment investments in accordance with accounting principles required by the Governmental Advisory Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
2. Supports the annual independent audit engagement function for Auburn University and its institutionally-related organizations, by coordinating information flow to/from external auditors and providing analytical responses to answer questions generated during fieldwork.
3. Calculates monthly market value for Auburn University and Auburn University Foundation endowment pools.
4. Performs key reconciliations and analysis between third-party investment statements, the Endowment accounting system, custodian/consultant, and the general ledger.
5. Assists in due diligence processes and Endowment investment performance analysis.
6. Analyzes Endowment investment manager activity and leads the recording and processing of investment account transactions such as interim and annual market value adjustments for the University and its institutionally-related organizations.
7. Creates accounting entries to record each investment manager's capital activity, valuation change, etc. within the general ledger system.
8. Oversees the establishment of Endowment & related spendable funds and restricted gift funds on the general ledger, collaborating and communicating with the relevant parties within the University and its institutionally-related organizations.
9. Reviews and approves fund structure based on review of supporting documentation and knowledge of FASB and GASB accounting rules. Interacts with and supports university stakeholders regarding gift funds.
10. Monitors custody bank for proper recording of transactions and serves as second approver of transactions. Gathers, organizes, and manages data related to the Endowment investments. Manages internal fiscal controls ensuring accuracy and completeness of financial records in support of Auburn University and its related organizations.
11. Performs analysis of data, special reports and projects as requested by senior leadership, serving as an information resource on GASB and FASB financial reporting compliance. Provides tax documents and statements for the preparation of required tax filings.
12. Advises management and staff regarding financial and accounting matters, policies and procedures, and internal controls relating to endowment management best practices.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance

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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	Bachelor's Degree	Degree in Accounting, Finance, or related discipline required; Master's Degree preferred.
Experience (yrs.)	4	Experience in and an understanding of endowment fund accounting, private capital investments, and investment-related tax reporting. Experience should reflect 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 professional practice in financial accounting and reporting, internal controls, and external reporting.

Certification or Licensure Requirements

None Required. Certified Public Accountant (CPA) preferred.

Pre-Employment Screening Requirements

Ability to read, interpret, and analyze GAAP and IFRS financial documents. Ability to problem solve and gather/analyze information skillfully and efficiently. Advanced Microsoft Excel skills with the ability to analyze large data sets and identify patterns and gaps within the data. Ability to communicate effectively with the campus enterprise and with external partners.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/31/2023
