

JOB INFORMATION

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| Job Code | KD09A |
| Job Description Title | Endwmnt Accounting Analyst I |
| Pay Grade | FO07 |
| Range Minimum | \$43,600 |
| 33rd % | \$52,320 |
| Range Midpoint | \$56,680 |
| 67th % | \$61,040 |
| Range Maximum | \$69,760 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/26/2015 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------|
| Job Family: | Financial & Business Operations |
| Job Function: | Accounting & Finance |

JOB SUMMARY

Prepares and distributes endowment financial reports and related external audit information for Auburn University.

RESPONSIBILITIES

- Prepares, edits, reviews and publishes financial statements following federal, state and higher education reporting guidelines.
- Analyzes various institutional operating units to determine if they meet IRS unrelated business income tax requirements and prepare tax reports for federal IRS 990T tax return.
- Prepares University wide endowment cash flow statement for published financial audit report.
- Serves as liaison between colleges, schools and university departments in order to communicate and monitor mandated federal compliance requirements for service centers including preparation of the annual service center breakeven analysis and approval of the rate development calculation.
- Analyzes monthly balances for plant fund accounts and prepares analysis and reports.
- Coordinates various audit activities to ensure departmental compliance with Federal guidelines and reporting standards.
- Prepares ad hoc reports, monthly reconciliations and analysis of financial data to include but not limited to revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance administrative decisions effecting university wide policies and procedures.
- Reviews journal entries and cash transfers for university transactions relating to year-end audit adjustments and reclasses to make sure financial transactions are recorded properly and are in compliance with federal, state and higher education reporting guidelines.
- Prepares footnotes and annual audit schedules for external auditors and assist them with answering questions about financial activity for the year.
- Validates plans and coordinates special projects such as indirect cost studies, cost of college studies, cost accounting standards review.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Accounting or a Degree plus a CPA. | and | 0 years of | Experience in endowment accounting, financial reporting, and/or auditing | |

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-----------------------------------|---------------------------------|------------|------------------|--|
| Certified Public Accountant (CPA) | if Degree is not in Accounting. | Upon Hire | Required | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | X | | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:

Ability to see information in print and/or electronically.