
Auburn University Job Description

Job Title: **Asst Dir, Fiscal Admin**

Job Family: No Family Grade

Job Code: **KA26**

FO12 \$66,900 - \$120,400

FLSA status: Exempt

Job Summary

Assists in the financial management for a major organizational unit.

Essential Functions

1. Performs accounting and financial duties to include preparing, examining, reviewing, and/or analyzing accounting records, financial statements and other financial reports and identifying and implementing corrective actions to ensure conformity with university policies and federal/state laws, rules, and regulations.
2. Coordinates budget development and monitoring of accounts to ensure compliance with regulations and guidelines.
3. Monitors business operations and performs cost benefit analyses of programs in order to develop, implement, and maintain solutions to financial issues.
4. Prepares reports and presents financial analysis data and statistics.
5. Develops, implements, modifies, and documents record keeping and accounting systems through use of computer technology.
6. Serves as liaison to Business offices, Alumni offices, and other university offices and acts in lieu of Director in his/her absence at meetings regarding budget/financial issues.

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	Four-year college degree	Degree in Accounting, Finance or related field
Experience (yrs.)	5	Experience in financial management and accounting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of accounting and budget principles, practices, and the analysis of 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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 12/16/2011
