
Auburn University Job Description

Job Title: **Exec Dir, Advancement Finance**

Job Family: No Family

Job Code: **KD05**

Grade FO16 \$114,100 - \$228,200

FLSA status: Exempt

Job Summary

Reporting to the Chief Advancement of Operations and Strategy Officer, the Executive Director of Advancement Finance is responsible for the financial health of Auburn University Advancement and the oversight and leadership of the financial operations of the AU Foundation, AU Real Estate Foundation, and Auburn Alumni Association. Provides leadership, direction, and management of finance and accounting functions, including budgeting, financial forecasting, preparation of financial and tax reporting, annual audit, fiscal operations, foundation payment services, and for allocation of resources to achieve strategic priorities.

Essential Functions

1. Provides substantial support to the Chief Advancement Operations & Strategy Officer and Advancement Senior Leaders along with the AU Foundation and AU Real Estate Foundation and respective 501©(3) boards regarding financial, tax compliance and budgetary matters, including preparing and presenting high-level briefings.
2. Leads a team of financial professionals to ensure accurate financial reporting and business processes.
3. Advises on all financial matters, and provides leadership and direct oversight of Auburn Advancement's financial operations.
4. Collaborates with University Endowment Office to administer endowment, and short and intermediate term cash float investments.
5. Oversees federal and state tax filings and ensures legal and regulatory compliance regarding all financial functions for Auburn Advancement and its affiliated organizations. Regularly reviews and/or approves contractual obligations on behalf of AU Advancement and/or Auburn University's institutionally related foundations.
6. Actively works with Finance, Administration, and Audit committees; prepares agendas, financial and investment reports necessary to fulfill governance requirements and to meet the Board's and organizations needs and timelines.
7. Develops financial forecasts, and formulates annual and long-term budgets for the organization. Monitors expenditures relative to budget allocation and in accordance with University, state, and federal regulations.
8. Plans and assesses long-term capital expenditures.
9. Ensures appropriate implementation of policies related to foundation funds.
10. Oversees the preparation of financial statements and certifies their accuracy.
11. Develops and monitors revenue generating strategies.
12. Ensures University policies and processes are applied.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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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 degree. |
| Experience (yrs.) | 10 | 10 years of increasingly responsible professional experience and management in accounting, budgeting, and financial reporting. Must have at least 5 years' experience directly supervising full-time staff. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities. |

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 accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing, contract guidelines and an understanding of 501©(3) and/or Institutionally Related Foundations. Knowledge of FASB not-for-profit accounting principles, GASB governmental accounting standards, governmental budgeting practices, resource allocation and cost accounting practices, IRS regulations applicable to charitable organizations. Must understand relational data bases and be able to extract and analyze data therefrom.

This position requires poise, presence, and strong interpersonal skills to interact with a variety of internal and external constituents and stakeholders, and to establish productive working relationships with other senior executive leaders, deans, financial managers, and colleagues across the University. Must have the ability to build, nurture, and retain a strong team of professionals. Represents the University and its institutionally related foundations at professional organizations, conferences, and University or Foundation-sponsored functions. Possesses excellent problem solving, analytical, business and presentation skills, and strong project management skills to meet deadlines and work effectively with others.

Certification or Licensure Requirements

Certified Public Accountant 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 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

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interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, .

Job occasionally requires standing, walking, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

Date: 10/7/2022
