AUBURN
Human Resources

Deputy Director, McCrary Administration & Finance

Job Description

JOB INFORMATION

Job Code	AD88
Job Description Title	Deputy Director, McCrary Administration & Finance
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	128 Samuel Ginn Col of Engineering
Approved Date:	7/18/2024 5:29:25 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs a variety of responsibilities for the administration and financial operations for the McCrary Institute for Cyber and Critical Infrastructure Security. This includes high level administrative support, financial reporting, analysis, budgeting and forecasting, compliance with university requirements and policies, transaction approval, and serves as a resource for departments regarding budget and financial practices.

RESPONSIBILITIES

- Performs routine day-to-day accounting and financial duties to include (but not limited to) prepare, examine, code, and McCrary's Institute financial transactions; reviews and verifies documentation for completeness, accuracy, and compliance with policies and procedures; investigates and resolves inconsistencies and errors in financial documentation obtaining information from written policies and/or higher-level staff and escalating to the appropriate person/office as needed.
- Initiates and/or responds to routine inquiries concerning purchasing, procurement, or payment compliance with university policy. Assists vendors with concerning payments, balances, discrepancies, or other account issues.
- Assists in the administrative management of contracts by monitoring budget; coordinating change orders, time extensions, budget reallocations; and financial reporting from inception to close-out.
- Supports the tracking, monitoring, and analyzing McCrary's Institute budget; Monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded; Reviews, investigates and corrects errors in financial entries, documents, and reports; ensures departmental leadership is informed regarding any and all financial issues or anomalies that may arise.
- Prepares, reviews, and/or analyzes McCrary's Institute quarterly management statements including budget-to-actual and year-over-year actual variances; unrestricted reserve reports; and other reporting under the Strategic Budgeting Initiative.
- Oversees all federal and state contract captures, administration, and support in concert with our internal and external partners.
- Assists in the development and maintenance of data and databases; Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports on a regular or ad hoc basis.
- Supports the staff Human Resources (HR) functions in concert with our internal HR partners.
- Performs a variety of administrative duties, such as, coordination of non-financial or non-accounting matters for the McCary institute as they relate to collaborations with other Auburn University (AU) colleges and institutes, and interrelated management items within AU processes.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

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 to 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	Accounting, Finance, Business or related field. An MACC or CPA can be substituted for the specific degree.	and	5 years of	Experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, budget principles specifically responsibility center management, cost accounting principles, and tools related to resource allocation.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)			Desired	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.