AUBURN
Human Resources

Mgr, Campus Rec Bus Ops

Job Description

JOB INFORMATION

Job Code	AE70
Job Description Title	Mgr, Campus Rec Bus Ops
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/1/2015

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Manages and oversees fiscal and operational activities of Campus Recreation.

RESPONSIBILITIES

- Directs the accounting and financial duties of Campus Recreation to include (but not limited to) planning, preparing, examining, and analyzing accounting records, financial statements, and other financial reports.
- Completes budget development, monitors accounts, and provides recommendations for corrective actions to ensure budgets are not exceeded.
- Oversees the processing of required documents (including student employment), EPAF's, statistical records, certifications, performance data, and facility access approval.
- Researches, develops, implements, and revises accounting systems to strengthen internal controls and promote fiscal responsibility.
- Prepares technical financial reports and presents financial analyses data and statistics to key leaders in the department.
- Manages inventory control, conducts and maintains contract and business negotiations with outside vendors, provides management reports, and develops strategies to use resources efficiently.
- Develops and manages all administrative activities of the department including the planning, operation, and evaluation of the student development and student leadership programs.
- Establishes and chairs a Department Budget Advisory Committee including, and participating in, department and divisional meetings, student outreach programs, and staff and professional developmental opportunities.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree in Accounting or Finance	and	5 years of	Experience in financial management or accounting and business operations	

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

Knowledge of financial principles, practices, procedures, and the analysis of financial data.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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.