AUBURN
Human Resources

Assoc AD, Foundation CFO

Job Description

JOB INFORMATION

Job Code	BA69
Job Description Title	Assoc AD, Foundation CFO
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	12/6/2024 4:47:45 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Foundation CFO serves as an Assistant Treasurer for the Tigers Unlimited Foundation. The Foundation CFO is responsible for the leadership, management, and oversight of the fiscal operations, tax compliance, budgeting and foundation payment services, and internal controls over financial reporting for an institutionally related foundation. The foundation is established under Section 501(c)(3) of the Internal Revenue Code.

RESPONSIBILITIES

- Provides substantial support to the VP, Business and Finance and CFO, the Executive Director of the Tigers Unlimited Foundation, the Athletics Executive Leadership, and the Board of Directors of the Foundation regarding financial, tax compliance, and budgetary matters, including preparing and presenting high-level briefings.
- Responsible for accurate, timely, and compliant financial accounting systems, policies, and procedures. Includes the accounting for the receipts and expenditures of all funds and the reporting of financial and operating results to Executive Leadership, Board of Directors, external agencies, and stakeholders.
- Responsible for the annual external audit engagement and tax compliance for the Foundation and ensures the independent CPA firm is provided with all requested documentation to opine on the financial statements and file the respective tax return.
- Through subordinate leadership, ensures the coordination and preparation of the annual operating budgets of the Foundation for approval by the Foundation President, Foundation Board, and Athletics Executive Leadership.
- Certifies the design, implementation, and maintenance of internal controls and accounting systems relevant to the fair presentation of the financial statements, footnotes, and supporting schedules, in all material respects.
- Through subordinate leadership, ensures the preparation and reporting related to the National Collegiate Athletic Association (NCAA) Agreed Upon Procedures annual reports, including negotiation of findings with auditors and development of management responses to findings.
- Ensures the accuracy of the perpetual inventory system used to account for athletic apparel for the Foundation and university athletics department.
- Through subordinate leadership, directs the preparation and reporting of surveys and special reports of the philanthropic activities of the Foundation to the University Office of Development Accounting.
- Complies with all applicable NCAA and Southeastern Conference regulations in the performance of job duties.

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, Finance, or related degree with CPA license.	and	10 years of	experience in the preparation and analysis of financial statements prepared in accordance with FASB accounting principles, including the supervision of a financial reporting department.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	
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, financial managers, and colleagues across the University.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.