AUBURN
Human Resources

Asst AD, Athletics Finance

Job Description

JOB INFORMATION

Job Code	BA70A
Job Description Title	Asst AD, Athletics 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	130 Director Intercollegiate Athletics
Approved Date:	7/9/2026 5:11:18 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Athletics Director (AD) of Athletics Finance is responsible for the planning, managing, and controlling financial, budgeting, and accounting functions for the Athletics Department.

RESPONSIBILITIES

- Manages and monitors the Athletics Department's financial condition and reporting requirements, including but not limited to, annual financial reports, NCAA Agreed-Upon Procedures, and other recurring and special reporting as needed to ensure that financial information is recorded and reported in compliance with accounting standards and Federal, State, NCAA, and SEC regulations.
- Manages the coordination of the budget development process, monitors accounts, and provides recommendations for corrective actions to ensure budgets are not exceeded.
- Reviews and approves processed business documents including contract and invoice payments, procurement card (pCard) reconciliations, travel expense reports, miscellaneous reimbursements, and other similar business transactions and activities.
- Manages financial NCAA Agreed-Upon Procedures engagement for the University, including negotiation of findings with auditors and development of management responses to findings.
- Manages the accounting for service centers within the Athletics Department, including but not limited to, the Wellness Kitchen, SEC network, and Arena Events.
- Establishes and maintains internal control systems to ensure the integrity and accuracy of financial records.
- Manages the Supervisor of Athletic Financial Services and Athletics Budget & Finance Manager and provides accounting services and support to the Athletics Department, such as financial reporting, budget, and related financial services.
- Responsible for assisting departments with contract language and workflows while working with campus partners in PBS and/or the office of General Council.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) 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	Supervises others with full supervisory responsibility.

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 related field	and	5 years of	Experience in accounting and business operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of National Collegiate Athletic Association (NCAA) rules and regulations, accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing and contract guidelines.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.