AUBURN
Human Resources

Dir, Ath Foundation Business Operations

Job Description

JOB INFORMATION

Job Code	BA96
Job Description Title	Dir, Ath Foundation Business Operations
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	130 Director Intercollegiate Athletics
Approved Date:	12/6/2024 4:49:36 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Director Athletics Foundation Business Operations is responsible for managing, directing, and supervising the daily business activities including, but not limited to workflow approvals, deposit, collection reports, contract/invoice payments, procurement card reconciliations, travel expense reports, general ledger reconciliations, and financial statement reconciliations.

RESPONSIBILITIES

- Collaborates and assists the Associate and Assistant AD with oversight of the business operations of Tigers Unlimited Foundation. Manages and supervises the daily business activities and designated staff in the execution of daily operations.
- In conjunction with the Associate and Assistant AD, determines proper handling of financial transactions and prepares monthly and annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Assists in the research and implementation of new Financial Accounting Standard Board (FASB) accounting standards and pronouncements and the subsequent requirements for the preparation of financial statements in accordance with GAAP.
- Performs accounting and financial duties to include, but not limited to preparing, examining, and analyzing accounting records, financial statements, and other financial reports. Identifies and implements corrective actions to ensure conformity with GAAP and Auburn University and Auburn University Athletics policies and NCAA/SEC rules and regulations.
- Reviews and approves processed business documents including donations, contribution collection reports, contract/invoice payments, procurement card reconciliations, travel expense reports, miscellaneous reimbursements, and other similar business transactions and activities.
- In support of the Assistant AD, assists with annual financial audit and NCAA Agreed Upon Procedures engagements and serves as a liaison between internal and external auditors, including preparation of necessary supporting schedules.
- In support of the Assistant AD, assists with the budget development process and maintains the budgetary software used for monthly reporting of operating results.
- Provides technical financial and accounting assistance for the department, updates employees on fiscal policies and procedures, and monitors to ensure compliance. Serves as a point of contact for inquiries.
- Assists with requests for proposals (RFP) or bid documents to ensure conformity with applicable policies and procedures.
- Researches, gathers information, and prepares reports as requested.

RESPONSIBILITIES

- 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	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 field with CPA license.	and	4 years of	Experience in accounting, financial management, or office management in a financial/business setting. Experience in a college athletic business office is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles, practices, and the analysis of financial data.	
Knowledge of standard university, athletics department, NCAA, and other industry related fiscal practices, policies and procedures, rules & regulations, etc.	
Ability to make progress on and/or complete multiple and varied responsibilities throughout the workday.	
Skills in operating enterprise source solutions and Microsoft Office suite of products (particular emphasis on Excel, Word and Outlook).	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.