AUBURN
Human Resources

Executive Sr Assoc AD, Business Affairs/CFO

Job Description

JOB INFORMATION

Job Code	BA99
Job Description Title	Executive Sr Assoc AD, Business Affairs/CFO
Pay Grade	FO16
Range Minimum	$126,740
33rd %	$168,980
Range Midpoint	$190,110
67th %	$211,230
Range Maximum	$253,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	9/25/2025 11:51:39 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Deputy Athletics Director, the Executive Senior Associate Athletics Director (AD) of Business Affairs is responsible for overseeing and implementing strategies for business operations, financial operations and planning, information technology, human resources, data analytics, and business strategies, as well as Athletics concessions.

RESPONSIBILITIES

- Leads and directs oversight of the Athletics' financial operations, and advises the Athletics Director on all financial matters; collaborates with the Athletics' executive team. Provides oversight of the Athletics Department's Information Technology unit and Athletics Human Resources.
- Presents financial information to Athletics and Auburn University stakeholders. Develops financial forecasts and formulates annual and long-term budgets for the Department. Monitors expenditures relative to budget allocation and in accordance with university, state, and federal regulations.
- Plans and assesses long-term capital expenditures, debt, and debt service; and develops strategies to provide effective debt management.
- Collaborates with the Tigers Unlimited Foundation (TUF) to develop related budgets and ensure appropriate implementation of policies related to foundation funds.
- Oversees the preparation of financial statements and certifies their accuracy. Prepares all financial reporting required by the University Office of Business and Finance, the University's Board of Trustees, the SEC, NCAA, US Department of Education, and any other regulatory agencies.
- Supervises the Department's data analytics program, including developing business strategies. Collaborates with all areas of Athletics to develop and monitor revenue-generating strategies.
- Maintains responsibility for all Athletics departments' procurement activities and ensures University policies and processes are met. Serves as the Athletics point of contact and liaison with University leadership on all financial matters involving the Department.
- Serves as a liaison to Athletics concessions and vendors and oversees food service operations to include the Athletics Concessions, with responsibility for budget management, food offerings, and service.
- Serves as sport administrator for one or more of the Department's 21 sports programs.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
- The nature of this role requires frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.

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	in Accounting or related field.	and	8 years of	experience in developing and implementing financial and accounting plans and related policies, preferably within collegiate athletics. At least two (2) years of supervising and managing full-time employees.	

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	

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 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.