AUBURN
Human Resources

Supv, Athletic Financial Services & Operations

Job Description

JOB INFORMATION

Job Code	BB01
Job Description Title	Supv, Athletic Financial Services & Operations
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	5/23/2025 11:28:40 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

This position is responsible for supervising the business operations within the Athletics Business Office, ensuring compliance with all university policies and NCAA regulations. This position is also responsible for administering the business and financial responsibilities of the athletics facilities and special events departments.

RESPONSIBILITIES

- Supervises the athletics department business office, including supervising and assigning tasks to administrative support or financial staff. Serves as a point of contact for questions from employees, departmental staff, and/or vendors in the business office.
- Prepares, researches documentation, and collaborates with athletic facilities staff, athletics business office, and partners across campus in the timely execution of financial responsibilities such as vendor management, work orders, payment services, and facilities-specific paperwork/approvals.
- Completes daily collection reports and maintains accurate documentation for all payments made to the athletics department, including all the aquatics center and special events.
- Maintains and tracks budgets and expense reports for assigned Athletic facility accounts and special events. Works with the facility and/or leadership in the management of expenses.
- Assists with access control for the department and all athletics buildings in conjunction with IT and HR. Work with University Access Control to ensure all required documentation is completed and the chain of command for keys is upheld.
- Provides support needed for the tracking and monitoring of facilities projects and tasks, and prepares information for updates as needed for facilities and athletics leadership.
- Trains department employees on procurement policies and procedures, and facilities staff on necessary approvals and paperwork needed for SPW and LPW projects.
- Prepares and approves financial and accounting vouchers for coding and accuracy.
- Leads all procurement functions for transactions exceeding $75,000, including RFPs, RFBs, sole source, purchases, etc.
- Organizes and manages facility logistics, as requested, that may include, but are not limited to, scheduling programs and events, equipment maintenance, facility inspections, and inventory for Auburn Athletics facilities.
- Assists with Gameday activities as needed.
- 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	with no specific discipline.	and	3 years of	experience in business and financial support services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state bids laws and regulations.	
Knowledge of state spending policies and procedures.	

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.