AUBURN
Human Resources

Asst AD, Foundation Finance

Job Description

JOB INFORMATION

Job Code	BB48
Job Description Title	Asst AD, Foundation Finance
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	12/6/2024 4:45:47 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Plans, directs, and controls financial, budgeting, and accounting functions for Tigers Unlimited Foundation by following University and Foundation policies and procedures, ensuring compliance with federal and state regulations and law, NCAA and SEC regulations in accordance with Generally Accepted Accounting Principles.

RESPONSIBILITIES

- Provides support to the Assoc AD, Athletics Foundation CFO (CFO) regarding financial, tax compliance, and budgetary matters for Tigers Unlimited Foundation (TUF). Includes the accounting for the receipts and expenditures of all funds, and the reporting of financial and operating results.
- Oversees the monthly, quarterly, and annual compilation of TUF financial statements in accordance with GAAP. Assists the CFO with the preparation of footnotes and support for audited financial statements annually.
- Oversees the monthly, quarterly, and annual compilation of Internal Management Statements for TUF along with supporting schedules. This includes working with the athletics department staff to compile consolidated internal management statements and eliminate the required entries.
- Coordinates, in support of the CFO, the annual external audit engagement and tax compliance for TUF and provides the independent CPA firm with all requested documentation. Assists and collaborates with the CFO in the organization of information presented to the TUF Board of Directors and Audit Committee.
- Oversees the coordination and preparation of the annual operating budgets of the Foundation. Monitors the budget results throughout the year, recommending corrective actions to ensure budgets are not exceeded.
- Researches, designs, implements, and maintains a perpetual inventory system to account for athletics apparel.
- In support of the CFO, coordinates and directs 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.
- Assists with 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.
- Supervises TUF Business Office personnel. Audits and approves all accounts payable vouchers for TUF. Approval includes verification of coding and appropriate approvals and comparison to amounts budgeted. With subordinate assistance, responsible for the recording of all TUF donations and miscellaneous cash receipts. Prepares and reviews journal vouchers and account reconciliations recorded for the correct presentation of financial activities of TUF.

RESPONSIBILITIES

- 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	in Accounting, Finance, or related degree with CPA license.		7 years of	experience in the preparation and analysis of financial statements prepared in accordance with FASB accounting principles is required. Experience in a college athletics business environment is desired.	

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, and IRS regulations application to charitable organizations. Must understand relational databases and be able to extract and analyze data therefrom.	And
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:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

No special vision requirements.

Travel Requirements:

None Required