AUBURN
Human Resources

Athletics Budget & Finance Manager

Job Description

JOB INFORMATION

Job Code	BB75
Job Description Title	Athletics Budget & Finance Manager
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	11/3/2025 9:11:16 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Budget and Finance Manager is responsible for assisting with the management and preparation of the department's business operations, budgeting, and financial reporting.

RESPONSIBILITIES

- Responsible for assisting the Assistant AD of Athletic Finance with management of the department’s business operations, budgeting, and financial reporting.
- Performs accounting and financial duties to include, but not limited to, various monthly reconciliations, examines accounting records, create journal entries and prepares monthly budget and financial reports.
- Maintains financial integrity and accuracy by updating and reconciling AU Athletic Ticket Revenue reconciliations to ensure Ticket Office data ties to financial data and revenue received or outstanding.
- Reviews and approves processed business documents including contract/invoice payments, procurement card reconciliation, travel expense reports, and other misc. business transactions.
- Builds and maintains budget and financial reports using various business intelligence tools to further advance the department’s reporting suite.
- In conjunction with the Assistant AD and CFO, coordinates the budget development process and monitors assigned budgets throughout the year.
- Assists in the coordination and preparation of the annual NCAA Agreed Upon Procedures and EADA financial surveys. Work with internal and external parties to ensure all inquiries related to the reports are met.
- Manages and updates all business office policies and procedures in conjunction with Auburn University Procurement and Business Services including athletics’ travel and procurement policy.
- Monitors and maintains accounts receivable workbook for the athletic department. Track contractual payments, create and send invoices when needed, and ensure payment in a timely manner.
- Complete other ad hoc duties as instructed and requested by the Assistant AD and CFO to ensure the financial integrity and accuracy of the AU Athletics Business Office.

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	May supervise employees but supervision is not the main focus of the job.

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, Business, or a related field. An MBA, Master's in Accountancy, or CPA can be substituted for the specific degree.	and	4 years of	experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.	Or
Master's Degree	in Business Administration, Accountancy or related field.	and	2 years of	experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, budget principles, specifically responsibility center management, cost accounting principles, and tools related to resource allocation.	

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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.