AUBURN
Human Resources

Asst Dir, Budgets & Business Operations Student Affairs

JOB INFORMATION

Job Code	BB94
Job Description Title	Asst Dir, Budgets & Business Operations Student Affairs
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	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/5/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Assistant Director of Budgets and Business Operations develops the annual budget and long-range forecast (FACET), manages day-to-day business operations of the division and is responsible for advising 21 distributed financial/administrative staff on procurement and budgeting practices while also managing several specified budgets/accounts.

RESPONSIBILITIES

- Facilitates the annual and long-range budget development process for 21 unique areas, including position budgeting for over 200 employees. This includes multiple funding types, to include centrally funded budgets, auxillary funded budgets, and student fee funded budgets. Prepares workbooks for annual budget development processes, prepares workbooks for monthly budget reconciliation processes, and prepares workbooks for 10-year forecasts.
- Responsible for entering all budgets through Anaplan and serves as liaison with the Office of Budget and Planning. Prepares workbooks for reconciling the position budgets and merges information from Anaplan, Master Contact list and Student Affairs Human Resources. Enters all budgets into Anaplan in a timely and accurate manner ensuring Student Affairs is within their budgeted balance.
- Manages day-to-day business operations to ensure practices across the division are compliant with university, federal, and state policies. Holds monthly business operations meetings and advises approximately 21 distributed administrative and financial staff across the division. Notifies distributed staff of updated processes and manages communication and implementation of new policies and processes to ensure successful adoption.
- Responsible for monitoring division-wide financial transactions and activities and advises on the best practices for completing transactions. Tasked for training new distributed financial staff, and responsible for coordinating on-going training for staff in an effort to maintain compliance across the division. Serves on hiring committees and/or assists with interviewing financial/administrative staff across the division.
- In charge of reconciling and monitoring complex budgets and funds for the following areas: the Senior Vice President (including Chart F funds), Student Affairs Business Office, Student Affairs Health Programs, East Alabama Health Agency Account, Parent & Family Programs, Assessment & Strategic Planning, TigerClub/TigerID, Student Affiars Technology, and any unit without distributed financial support. Supervises the Financial Associate who initiates/prepares financial transactions for these accounts.
- Maintains the division's account heirarchy, approval queues, and adds/removes access. Due to the size of the division and complexity, this is an ongoing duty that requires attention to detail and working knowledge of systems and system heirarchies at Auburn University.

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	Accounting, Finance, Business Administration or related field.	and	8 years of	Experience managing complex budgets and implementing accounting practices.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Generally Accepted Accounting Principles (GAAP), budgeting policies and practices, rule and regulations related to human resource administration, and federal, state, and university policies and guidelines.	
Attention to detail, Proficient in Microsoft Excel, Strong communication skills.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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:

No special vision requirements.