AUBURN
Human Resources

Mgr, TUF Financial Services

Job Description

JOB INFORMATION

Job Code	DF12
Job Description Title	Mgr, TUF Financial Services
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Organizational use restricted to the following divisions	130 Director Intercollegiate Athletics
Approved Date:	3/7/2025 5:39:03 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the financial data process and supervises staff in calculating, posting, and verifying financial data for the Tigers Unlimited Foundation (TUF).

RESPONSIBILITIES

- Oversees TUF's financial management to include processing gifts, ticket purchases, and any amounts due and outstanding.
- Supervises the Athletic Gift Specialist and Financial Associate, overseeing donation processing, new account creation, and customer service operations for ticketing and donor relations. Leads and mentors staff, fostering professional growth and high performance while ensuring exceptional service delivery and compliance with university policies. Manages employee performance, hiring, and professional development, including recruitment, training, and disciplinary actions.
- Responsible for the accurate examination, coding, and processing of donations for TUF and Auburn University Athletics in the Paciolan System, ensuring compliance with Auburn University (AU), TUF, and IRS guidelines. Manages cash/check deposits, web transactions, and stock payments, ensuring timely and accurate processing.
- Acts as a primary point of contact for Tigers Unlimited donors, providing account support, resolving inquiries, and ensuring a high level of donor engagement. Meets with donors in person and via phone to discuss their accounts, pledges, and priority program payments. Provides detailed information and follow-up on donor recognition levels, account status, and TUF procedures. Maintains relationships and contact with donors to ensure payment of outstanding amounts.
- Assists with financial reconciliations for athletics and TUF accounts, ensuring accuracy between Banner and Paciolan systems. Supports ticket sales reconciliation and donor-related financial projects, leveraging expertise in donor information management and Paciolan system functionality.

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	Degree in Accounting, Finance, or Business.	and	5 years of	Experience in financial support services. One year of experience supervising full time staff.	

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 financial record management, and basic accounting principles and practices.	
Developed supervisory 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			
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.

Travel Requirements:

None Required