AUBURN
Human Resources

Mgr, Business & Financial Administration

Job Description

JOB INFORMATION

Job Code	EH25
Job Description Title	Mgr, Business & Financial Administration
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/27/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Exercises primary responsibility with a strategic focus and accountability for the areas of finance, budget, human resources, purchasing, compliance, and support services management for a large and/or complex unit or division.

RESPONSIBILITIES

- Oversees and maintains current financial/accounting knowledge of internal processes, policies and procedures, and effectively communicates with department personnel; reviews and approves financial transactions in accordance with fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, federal and state regulations, and Auburn University guidelines are employed. Provides accounting and budget guidance for Development special events and coordinates with Development Accounting regarding gifts and event sponsorships; collects funds and pays invoices for Development special events.
- Ensures compliance by providing oversight and guidance to principal investigators and administrative staff regarding pre- and post-award grant policies and regulations of both internal and external agencies. Processes and approves contract and grant related documents such as (but not limited to) subcontract awards amendments and invoices to ensure the correct accounting and contractual elements are in place.
- Manages, in collaboration with the supervisor, annual budget development and ongoing analysis and reporting. Provides financial reporting and analysis for funding activities, business operations, project accounting, and short- and long-term financial planning.
- Has responsibility for the Human Resources function, which includes advising on routine day-to-day processing and support across all employees, including faculty and non-faculty employees; ensures the unit/division human resources' actions and activities are compliant with relevant Federal, State, and University policies.
- May advise the unit's staff on operational areas of responsibility. May provide oversight and responsibility for all business operations in the unit/division.
- Assists with strategic planning, organizational analysis, and business development.
- Provides leadership to the administrative and support staff. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.

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 related field.	and	6 years of	Experience in accounting, financial management, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability. Must have 1 year experience leading, mentoring or supervising employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget, human resources, and management principles and policies.	

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.