AUBURN
Human Resources

Bus Mgr, ARTF

Job Description

JOB INFORMATION

Job Code	EH28
Job Description Title	Bus Mgr, ARTF
Pay Grade	FO08
Range Minimum	$50,020
33rd %	$60,030
Range Midpoint	$65,030
67th %	$70,030
Range Maximum	$80,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/22/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Oversees the daily business operations of the Auburn Research Technology Foundation.

RESPONSIBILITIES

- Prepares asset, liability and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options. Prepares quarterly Financial Reports for Board of Directors. Assists with the preparation of business plans and special projects (construction in progress, managing ground leases, etc.). Conducts monthly bank reconciliations. Makes bank deposits as required. Assists with the preparation of the annual budget.
- Prepares monthly invoices for tenants and processes the payments via bank ACH. Accurately reports tenant payments received and past-due and performs account analysis and reconciliations. Ensures that all property and tenant information is up to date and correct through lease interpretation and cross-referencing against other property information. Assists in the preparation of quarterly and annual recoverable charges reconciliation. Assists with the quarterly CAM (common area maintenance) reconciliations and assembles the necessary detail and back-up. Prepares management reports, including budget, insurance, and CAM information. Ensures reports/documents are forwarded to auditors and maintains applicable documentation. Informs executive management as to any discrepancies or any other problem areas that may arise from the audit.
- Coordinates the execution of contract and grants terms and conditions. Processes and approves contract and grant related documents such as (but not limited to) subcontract invoices for payment to ensure the correct accounting and contractual elements are in place. Periodically reviews and spot-checks financial records to correct any typos, irregularities, or other errors in accounting entries.
- Responsible for the general ledger, job cost, bank reconciliations and accounts payable. Additional responsibilities include performing month-end closing, maintenance of accounting files, and preparation/organization of various financial forms, reports, and financial analyses, etc. This individual may be asked to assist with ad-hoc projects and other support tasks when necessary. Monitor construction projects for budget tracking. Verify and prepared multiple month end AIA billings and bank draws. Process payments via wire transfers and of ACH.
- Serves as liaison between ARTF Assistant Director and the building tenants whenever there are any questions, comments, or concerns regarding lease terms, payment amounts, or service inquiries.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 Business, Finance, Accounting, or relevant.	and	4 years of	Experience in accounting or financial operations including analysis and preparations of budgets.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial practices and procedures and general business operations.	

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.