AUBURN
Human Resources

Dir, Accounting & Finance- CLA

Job Description

JOB INFORMATION

Job Code	EH30
Job Description Title	Dir, Accounting & Finance- CLA
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/21/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Dean of the College of Liberal Arts, the Director of College of Liberal Art's Accounting and Finance is responsible for the financial planning, budgeting, funding allocation, and overall financial status of the college as a whole and by individual departments.

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Liberal Arts, including all funding and expenditures activities as well as the review and approval of clinical activities.
- Prepares and monitors the operating budget in Anaplan for the College of Liberal Arts and provides financial reporting and analysis for funding activities, business operations, and project accounting.
- Advises and assists management officials on complex financial matters related to the College of Liberal Arts, including clinical activities, budget considerations, and transfer of funds.
- Monitors grants and contracts, advising the Associate Dean for Research to assure that qualified personnel are assigned to develop budgets with principle investigators in the pre-awards process and assure that contracts and grants are administered in compliance with applicable AU, state and/or federal guidelines.
- Monitors and reviews compliance and security of patient files and medical billing in the Department of Speech, Language, and Hearing Sciences. May assist with internal or external audit of patient billing and Auburn University’s accounts receivable reconciliation.
- Assists with College of Liberal Art's strategic planning, organizational analysis, and business development to ensure alignment with University finance, accounting and business development guidelines.
- Provides financial long-term planning and oversight for special events and research programs.
- Manages a team of two employees with responsibilities of departmental functional areas. 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 or Business Administration concentrating in Accounting.	and	8 years of	Experience in financial analysis and accounting including forecasting and projection using advance techniques and accounting GAAP standards. Must have at least 3 years experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Auburn University policy and procedures, federal and state contract guidelines for not-for-profit organization and intermediate to advance understanding of acceptable contract language, medical coding and billing guidelines, and HIPPA compliance.	
Computer skills to include Intermediate to Advanced Excel skills.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	HIPPA Certification	Upon Hire	Required	And
Certified Public Accountant (CPA)	CPA	Upon Hire	Desired	

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			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.