AUBURN
Human Resources

Dir, Administration/Business & Finance, Education

JOB INFORMATION

Job Code	EH31
Job Description Title	Dir, Administration/Business & Finance, Education
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/15/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Dean of the College of Education, this position Directs, administers, and oversees fiscal and business operations of the College of Education.

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Education, including all funding and expenditures activities.
- Prepares and monitors the operating budget for the College of Education and provides financial reporting and analysis for funding activities, business operations, and project accounting.
- Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the College of Education, including extramural funding.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing grants, proposals, and other contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
- Responsible for the human resources activities to include position development, performance evaluation, reclassification, promotion, student employment, etc., and productively engages university human resources. Supervises the Human Resources staff.
- Assists with strategic planning, organizational analysis, and business development.
- Serves as financial manager for all education building projects and infrastructure.
- Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
- Serves as primary contact for legal and space 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, Financial Management, Business, or relevant field.	and	8 years of	Experience in accounting, financial management, and business operations. Must have at least 2 years' experience supervising or mentoring employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting, budget and management principles and policies.	
Knowledge of sponsored programs and research administration rules and regulations.	
Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, and coordination or people and resources.	
Advanced skills with current Microsoft Office software with expertise specifically with Excel.	
Exceptional writing, communication, interpersonal, and presentation skills.	
Demonstrated experience researching and preparing complex executive level documents, reports, and presentations on a variety of strategic topics.	

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.