AUBURN
Human Resources

Dir, Administration/Business & Finance, CFWE

JOB INFORMATION

Job Code	EH33
Job Description Title	Dir, Administration/Business & Finance, CFWE
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	9/12/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Dean of the College of Forestry, Wildlife and Environment (CFWE), oversees all administrative, fiscal and business operations, including Finance, Human Resources, Information Technology, Communications, and CFWE facilities/space management.

RESPONSIBILITIES

- Exercises primary responsibility over the strategic budgeting, reporting, and monitoring of all financial matters within the College of Forestry, Wildlife and Environment.
- Provides financial reporting and strategic analysis for funding activities, project accounting, and state and federal appropriations, including budgeting and financial oversight for the Solon Dixon Forestry Education Center and the Kreher Preserve and Nature Center.
- Advises and assists the Dean and CFWE leadership on complex fiscal matters, budget considerations, strategic planning, project management, and other administrative matters.
- Provides strategic oversight and administrative leadership for finance, information technology, communications, and the Kreher Preserve and Nature Center.
- 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.
- Counsels senior management on short-term and long-term financial objectives, policies, and actions.
- Provides leadership to the administrative and support staff which may include delegating work, ensuring accurate and timely completion, and resolving complex and non-routine issues.
- Serves as facilities manager for the building and infrastructure. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
- Directs and oversees grant proposal submission, and ensures compliance by providing pre-and post award oversight and guidance to principal investigators and administrative staff.
- Oversees the Human Resources function and related activities for the College of Forestry, Wildlife, and Environment.

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, Business Administration, or related field.	and	6 years of	Experience in accounting, financial management, contracts and grants, and business operations. Must have 3 years of experience supervising or mentoring employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles and regulations governing contractual agreements, federal and state regulations, and Auburn University guidelines.	
Knowledge of Banner Access software applications, Excel, Word, PowerPoint, Kronos	

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.