AUBURN
Human Resources

Mgr, OIP Business & Financial Administration

Job Description

JOB INFORMATION

Job Code	EH34
Job Description Title	Mgr, OIP 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	2/13/2023

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 the Office of International Programs (OIP).

RESPONSIBILITIES

- Oversees and maintains current financial/accounting knowledge of internal processes, policies, and procedures. Creates, reviews, and approves financial transactions (purchase order requisitions, travel requests, procurement card transactions, collection reports, professional service contracts, purchase requisitions, vendor vouchers, etc.) for the Office of International Programs. Provides accounting and budget guidance for International Programs special events. Serves as the International Management liaison to the Business and Financial Office, Provost Office, and Tax Compliance Office.
- Seeks out and implements cost reductions, and maximize assets to improve financial reserves. Provides financial reporting and analysis for the overall business operations on a monthly basis, and, as needed, providing guidance for short and long-term financial planning. Manages, in collaboration with Assistant Provost, annual budget development and ongoing analysis of revenue and expenditures. Assists leadership with strategic planning, organizational analysis, and business development within International Programs.
- Oversees and performs professional level Human Resources (HR) programs and activities within International Programs by advising leadership, supervisors, and employees of a variety of HR areas such as: employee relations, classification, compensation, and recruitment. Ensures all activities are compliant with federal, state, and university policies. Serve as the International Management liaison to the Provost Office and Human Resources. Responsible for supervising, leading, and mentoring support staff in the International Programs Office. Manages all payments and applicable tax forms for incoming scholars for OIP.
- Develops office processes and procedures, and implements administrative changes for all OIP units to develop professional image and reduce time and resources for internal and external clients. Oversees all remodel projects and space management for OIP, in collaboration with Facilities Management.
- Performs immigration-related tasks to include reviewing, auditing, and processing immigration-related invoices for the Auburn University campus relating to employment visa (H-1B) and employee sponsorship of legal permanent residency; and providing memos to colleges and units, detailing additional compensation for legal allowances as agreed upon with the Provost’s Office in relation to sponsorship of legal permanent residency. May serve as an immigration advisor and assist in areas of H1B visas serving students, scholars, faculty, and supporting offices.

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	5 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	
	Designated School Official, Alternate Responsible Officer, and skilled in H1B employment visas – administered by The Student and Exchange Visitor Program (SEVP) is desired.	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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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:

No special vision requirements.