AUBURN
Human Resources

Mgr, Outreach Business Operations

Job Description

JOB INFORMATION

Job Code	EH35
Job Description Title	Mgr, Outreach Business Operations
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	3/28/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Associate Provost/VP Outreach, responsible for the business operations for University Outreach supporting multiple functions including human resources, finance and budgeting.

RESPONSIBILITIES

- Oversees and maintains current financial/accounting knowledge of internal processes, policies and procedures, and effectively communicates with department personnel; reviews and approves financial transactions in accordance with fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, federal and state regulations, and Auburn University guidelines are employed. Provides accounting and budget guidance for Development special events and coordinates with Development Accounting regarding gifts and event sponsorships; collects funds and pays invoices for Development special events.
- Manages, in collaboration with the supervisor, annual budget development and ongoing analysis and reporting. Provides financial reporting and analysis for funding activities, business operations, project accounting, and short- and long-term financial planning. Serves as the Financial Liaison and effectively communicates with departmental personnel regarding finance updates and information from Budget Services.
- Reviews and approves all purchasing card and budget transfer transactions for VPUO in accordance with fiscal policies and procedures. Acts as a back-up approver for the financial transactions for all units within the office of VPUO.
- Has responsibility for the Human Resources function, which includes advising on routine day-today processing and support across all employees, including faculty and non-faculty employees; ensures the unit/division human resources' actions and activities are compliant with relevant Federal, State, and University policies.
- Provides leadership and guidance to the administrative support staff within VPUO in areas of finance, budgeting, human resources, grants, and purchasing. Delegates and reviews work, as applicable, and ensures accurate and timely competition of tasks.
- Assists with strategic planning, organizational analysis, and business development.

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, Education, Human Resources, or related field.	and	6 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	
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.