AUBURN
Human Resources

Mgr, CPS Business & Financial Administration

Job Description

JOB INFORMATION

Job Code	HA17
Job Description Title	Mgr, CPS Business & Financial Administration
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	139 College of Veterinary Medicine
Approved Date:	4/14/2026 2:45:21 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Provides oversight and management of financial, budgetary, purchasing, compliance, and administrative support functions for Canine Performance Sciences (CPS) within the College of Veterinary Medicine (CVM). Ensures accurate financial management, regulatory compliance, and effective operational support while guiding CPS leadership in forecasting, business planning, and organizational development.

RESPONSIBILITIES

- Oversees and maintains the financial accounting for all contracts, grants, internal funds, gifts and endowments, and sales-related business operations, in coordination with relevant university offices.
- Provides financial oversight for project and program budgets, including budget development support, ongoing analysis, and financial reporting. Ensures compliance with Auburn University, State, and Federal policies and regulations by providing guidance and oversight to principal investigators and staff.
- Supervises Canine Performance Sciences (CPS) administrative staff in day-to-day business and human resources operations, while mentoring them, as well as other junior Auburn University personnel in contracts, grants, and financial management, in their professional development.
- Processes CPS expenditures, including those for large-scale programs (e.g., DCSITE, a DHS-funded initiative), and manages interdepartmental and college accounts in coordination with CVM organizations, Auburn University Office of Sponsored Programs (OSP), and Contracts and Grants Accounting (CGA). Serves as the liaison between these AU entities and CPS's federal, corporate, and municipal partners.
- Provides comprehensive business management support for CPS, including financial forecasting and business development, and advises CPS leadership and CVM executive leadership on strategic financial planning.

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	Accounting, Finance or related field.	and	5 years of	experience in accounting, financial management, grant or contract administration, or business operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting practices, budget development, grant administration, and financial forecasting within a university or research-intensive environment.	
Familiarity with federal, state, and institutional regulations governing sponsored programs, procurement, and compliance.	
Skilled in analyzing complex financial data, developing multi-year budgets, monitoring expenditures, and providing strategic recommendations to leadership based on trends, forecasts, and programmatic needs.	
Ability to convey financial, compliance, and operational information clearly to investigators, staff, and executive leadership.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
	Certified Public Accountant (CPA)		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			25 lbs
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.