AUBURN
Human Resources

Mgr, Business & Financial Ops

Job Description

JOB INFORMATION

Job Code	HC75
Job Description Title	Mgr, Business & Financial Ops
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/23/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Under minimal supervision, manages and administers the technology transfer administrative process in The IP Exchange (IPX).

RESPONSIBILITIES

- Monitors and reviews terms of IPX License Agreements to determine if licensees are in compliance with the terms of the agreements as it relates to royalties and patent expense. Reviews agreements and any applicable amendments for billing royalties or patent expense reimbursement. Communicates with Licensing Officers, inventors, licensees and university schools and departments as needed.
- Reviews monthly statements to guarantee accuracy of records and makes corrections if necessary. Monitors department financial operations and performs analyses in order to develop, implement and maintain solutions to financial issues. Coordinates, prepares, processes and maintains records of financial transactions such as journal entries, payment vouchers, cash collection reports, and internal transaction vouchers.
- Develops and prepares IPX Monthly and Annual reporting and other analyses as requested. Prepares annual budgets for the department as well as submits details to the Director for inclusion in the annual reporting to the Association of University Technology Managers (AUTM). Prepares and reports monthly and annual IPX metrics. Performs detailed monthly reviews of the department's Financial Statements including reconciling multiple accounts.
- Reviews and monitors the activities of the staff to include the [patent administrator], the government compliance administrator and the [technology transfer administrator]. Communicates with staff to review processes in an effort to monitor efficiencies and needs. Identifies staff development and training needs and seeks resources to meet the needs.
- Reviews and approves attorney fees for processing by identifying the specific IP involved in the expense and noting the proper intellectual property ID. Coordinates with attorneys or other entities to encourage utilizing the LEDES format to reduce processing time of transactions and improve efficiencies. Performs monthly review of transactions billed by a foreign annuity service. Communicates with Patent Administrator with any open items.
- Coordinates with the database provider to maintain the Inventor and department Portals to provide a unique service to AU inventors, department heads and deans. Communicates with the department heads and deans offices of updates and/or changes to the portal.
- Monitors procedures and processes to enhance the effectiveness and efficiency of the management of the office.

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 business.	and	6 years of	Experience in a financial analysis and reporting position dealing with contracts. Must have at least 1 year experience directly supervising full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the administrative technology process with a working knowledge and understanding of IP management, government compliance, and contract guidelines.	
Knowledge of AU patent policy.	

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			10 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.