AUBURN
Human Resources

Dir, Business & Fiscal Administration

Job Description

JOB INFORMATION

Job Code	KA05
Job Description Title	Dir, Business & Fiscal Administration
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	12/8/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs the financial planning, budgeting, and funding allocation functions for a college or school. This position oversees accounting and reporting of all financial matters within the college or school. Works closely with the college or school Dean and senior leadership team to develop the strategic planning, organizational analysis, and long-range plan to ensure alignment within the college or school

RESPONSIBILITIES

- Provides direction and assistance to the academic department heads, and chairs and their accounting staff regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- Develops policies, guidelines, and procedures for budget administration, gift account management, contracts and grants management, severance plan, and faculty compensation for the college or school.
- Prepares and monitors the operating budget for the college or school and provides financial reporting and analysis for funding activities, business operations, and project accounting. This includes long-range planning.
- Directs budgeting, allocation, expenditure, cash drawdown, and reporting of Federal and State appropriations in accordance with Federal and State regulations and Auburn University guidelines.
- Advises senior management on short-term and long-term management strategies and financial objectives, policies, and actions.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and AU guidelines are employed.
- May direct the allocation of funds for active construction projects.

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	Supervises others with full supervisory responsibility.

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, Management, Finance, Accounting, or related field	and	8 years of	Experience in financial management and accounting	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, practices, and the analysis of financial data.	
Knowledge of management principles related to resource allocation and budgeting	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.