AUBURN
Human Resources

SVP, Business & Administration & Chief Financial Officer

JOB INFORMATION

Job Code	KA12
Job Description Title	SVP, Business & Administration & Chief Financial Officer
Pay Grade	FOUC
Range Minimum	$0
33rd %	$0
Range Midpoint	$0
67th %	$0
Range Maximum	$0
Exemption Status	Exempt
Organizational use restricted to the following divisions	110 SVP-Business & Administration & CFO
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/5/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages financial administrative functions of all divisions including financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support.

RESPONSIBILITIES

- Directs and provides leadership to business office departments including staffing, budgets, goals, projects, policy, and procedure development.
- Provides financial management for Auburn University, including administrative systems, compliance to federal, state and other regulations, sound business practices and internal controls, bond issuance, and audits.
- Advocates, recommends, oversees implementation and training of new programs and concepts based on technology, compliance initiatives, reporting requirements, and new industry direction.
- Oversees coordination between and among campus departments and divisions as related to financial processes, resolving problems and issues as needed, and providing communication to campus.
- Oversees development of financial information for Executive Vice President and senior administration for external and internal constituents such as Trustees, state officials, bond rating agencies, newspapers, and participates in internal decision making.

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	in Business, Management, Finance, Accounting, or related field.	and	8 years of	experience in financial and business management in various areas such as financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of governmental, financial, cost accounting standards, IRS and other federal regulations including OMB A-21, OMB A-133 and generally accepted accounting principles and standards.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)		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					
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.