AUBURN
Human Resources

Dir, Financial Services

Job Description

JOB INFORMATION

Job Code	KA19
Job Description Title	Dir, Financial Services
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	1/2/2024

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Directs and administers all fiscal compliance and business operations for a division of an organization as the senior administrative business and finance officer.

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the division including all funding.
- Coordinates and facilitates administrative management of day-to-day activities and directs policy formulation to ensure the most efficient usage of human and economic resources.
- Prepares and monitors the operating budget for the division, and provides financial reporting and analysis for business operations and project accounting.
- May oversee and facilitate federal records management and serve as lead federal officer fiscal, civil service retirement, life insurance, space, and excess property management.
- Serves as the responsible authority for all business and financial decisions involving the procurement and leasing of equipment, the maintenance and operation of systems, and the selection and procurement of new purchases.
- Serves as business liaison for division working with Auburn University faculty, staff, students, state agencies, and general public.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, state bid law, other regulations, and good fiscal practices are employed.
- Advises the top management officials on complex fiscal matters, budgetary considerations, transfer of funds, and other fiscal matters related to the Division.
- Interfaces with government agencies concerning contractual requirements, project funding, and invoice payments.

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	7 years of	Experience developing, monitoring, analyzing, and overseeing budgets with progressing levels of responsibility and accountability. Must include at least 2 years experience directly managing full-time employees.	

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 accounting and budget principles, practices, and the analysis of financial data.	

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.