AUBURN
Human Resources

Coord, Student Affairs Financial Planning

Job Description

JOB INFORMATION

Job Code	KA29
Job Description Title	Coord, Student Affairs Financial Planning
Pay Grade	AS10
Range Minimum	$46,450
33rd %	$55,740
Range Midpoint	$60,380
67th %	$65,030
Range Maximum	$74,320
Exemption Status	Exempt
Approved Date:	6/18/2026 5:10:13 PM

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Administrative Support

JOB SUMMARY

This role supports Student Affairs' Business & Finance Office, providing project, financial, and analytical planning efforts by providing data analysis, building reporting tools, and preparing financial and business projections. This position develops and maintains dashboards and models that help track financial performance and highlight trends. Working closely with leadership and Student Affairs units, this position delivers timely, accurate, and actionable insights to support budgeting needs and guide informed decision-making.

RESPONSIBILITIES

- Responsible for identifying, analyzing, and synthesizing appropriate data used to analyze financial planning models, forecasting tools, and automated data workflows to support the business and finance office and any long-term planning activities within the division and its auxiliary units.
- Prepares recurring and ad hoc financial reports, dashboards, benchmarks, and presentation materials.
- Assists in reviewing operational data to identify trends, variances, and key performance drivers.
- Collaborates with units to support budget development, forecasting activities, and long-term financial planning.
- With assistance from the Director, builds and maintains financial reporting models to support budget reviews and account oversight.
- Maintains and enhances financial databases and ensures the accuracy, integrity, and timeliness of financial data across reporting and planning platforms.
- Identifies, develops, and maintains metrics for routine and complex management reports and analyses to monitor the effectiveness of financial performance, personnel management, budget execution, process improvements, and other management initiatives.

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	No supervisory responsibilities.

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	with no specific discipline. A degree in Accounting, Finance, or a related field is preferred.	and	6 years of	experience in administrative support with financial analysis, reporting, budgeting, or related financial work within.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, budgeting practices, and financial analysis techniques.	And
Skill in developing dashboards and reporting tools.	And
Ability to manage and analyze large datasets with accuracy, strong attention to detail and commitment to data integrity.	And
Strong analytical, problem-solving, and critical-thinking skills.	And
Ability to communicate technical or complex financial information to non-technical audiences.	And
Strong organizational and time-management abilities.	And
Ability to maintain confidentiality of financial information.	And
Advanced analytical and quantitative skills.	And
Ability to develop and maintain complex financial models.	And
Proficiency with financial systems, data warehouses, spreadsheets, and visualization tools (e.g., Excel, Tableau, Power BI).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

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.