AUBURN
Human Resources

Mgr, Fin Report & Property Svs

Job Description

JOB INFORMATION

Job Code	KA38
Job Description Title	Mgr, Fin Report & Property Svs
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Manages the maintenance of financial records and reporting financial information and manages the property and inventory program for all four divisions of the university.

RESPONSIBILITIES

- Assists in the management of the university's consolidated financial records for all four divisions, including general and operating ledgers as well as coordinates analysis of financial statements and account code data.
- Manages the property records for the university as a whole and oversees the fixed asset module, substantiating system integrity and ensuring property records are in compliance with applicable federal and state regulations and University policy.
- Prepares, reviews, and edits the university's consolidated financial statements as well as divisional financial statements as well as divisional financial and property records, fund, account and bank reconciliations as well as internal and external financial reports.
- Oversees the consolidation of the university and its component units' financial information for submission for state annual reports.
- Coordinates with Surplus Property to ensure appropriate reporting and tracking of fixed asset disposals as well as ensures proper training of staff on all control functions, verifications, and audits.
- Serves as a liaison with deans, directors, property managers, and financial personnel within academic or administrative units, ensuring applicable policies and procedures are communicated and followed.
- Recommends improvements in procedures, practices, systems, files, and considers implication of alternatives.

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 Accounting, Finance, Property Management or related field	and	5 years of	Experience in financial reporting and auditing	

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 Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) & Financial Accounting Standards Board (FASB) pronouncements, and Financial Accounting and Reporting Manual (FARM).	

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.