AUBURN
Human Resources

Analyst I, IRF Finance Reporting

Job Description

JOB INFORMATION

Job Code	KA39A
Job Description Title	Analyst I, IRF Finance Reporting
Pay Grade	FO08
Range Minimum	$50,020
33rd %	$60,030
Range Midpoint	$65,030
67th %	$70,030
Range Maximum	$80,040
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/1/2020

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Prepares financial statements and related external audit and tax information for Auburn University's institutionally related foundations (IRF).

RESPONSIBILITIES

- Prepares, edits, reviews, and distributes financial statements following Financial Accounting Standards Board (FASB) guidelines.
- Coordinates with external auditors to provide information and ensure compliance.
- Prepares periodic financial reports for meetings of the Board of Directors of the Foundation; analyzes data and prepares special reports and analyses as needed.
- Analyzes activities and events for sales tax and unrelated business tax implications, and prepares necessary documents.
- Reviews and approves journal and transfer journal entries between the IRF and Auburn University to facilitate fund flow, budgetary accounting, and maintenance.
- Coordinates with the AU Office of Financial Reporting regarding year-end conversions of financial statements, presentations, audit assistance, and the Services and Facilities agreement calculation and transfer.
- Maintains and reviews processes and procedures related to transactions in Banner and other financial software systems, ensuring information is accurate and appropriate.
- Analyzes data and prepares reports as requested; serves as an information resource on FASB financial reporting, tax, and budget issues related to IRF.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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 or Finance, or a Degree plus a CPA	and	0 years of	Experience in financial statement preparation and accounting	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	CPA is required if Degree is not in Accounting or Finance.	Upon Hire	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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

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