AUBURN
Human Resources

# Dir, Acad Bus, Adm & Fin

Job Description

## JOB INFORMATION

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| Job Code | KA43 |
| Job Description Title | Dir, Acad Bus, Adm & Fin |
| 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: | 3/18/2021 2:04:43 PM |
| Legacy Date Last Edited | 12/14/2021 |

## JOB FAMILY AND FUNCTION

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

## JOB SUMMARY

Reporting to the Provost and Senior Vice President of Academic Affairs, this position is responsible for the leadership and management oversight of business operations including, but not limited to budget development and management, faculty recruitment, and human resources activities for all academic units and supporting administrative units within the Provost Office.

## RESPONSIBILITIES

- Directs all budget development activities for all academic units including, but not limited to, establishing budget development guidelines, setting the budget development timeline, reviewing and confirming strategic budgeting committee assignments, reviewing all aspects of all academic budgets, and overseeing the university's Mission Enhancement Fund allocations. Plays an integral role in developing the university's overall budget timeline including setting the agendas and timelines for the university's strategic budgeting committees.
- Responsible for the annual budget for the Office of the Provost and subordinate offices and all financial affairs including financial forecasting, planning, and monitoring; analyzes financial and budget data for efficiencies, opportunities for investment in strategic initiatives, and best practices; assists in the review of competitive requests for funding as part of a committee or for recommendations to the Provost and Vice President for Academic Affairs; develops business processes around various programmatic opportunities in the Office of the Provost (Scholarship Incentive Program, Professional Improvement Leave, as examples).
- Provides substantial support to the Provost & Senior Vice President for Academic Affairs regarding financial and budgetary issues, including preparing and presenting high-level briefings. Must be able to effectively communicate to various leaders across the University, including Trustees, the senior leadership team, Deans, and other unit leaders on all matters related to planning and budgeting and the implications of global and unit-level decisions.
- Reviews internship/preceptorship affiliation agreements across all academic programs and negotiates language for compliance with Federal (HIPAA, FERPA) and State (sovereign immunity) law, and University policy and practice (insurance, medical records, background check, etc.); signs agreements as the Provost's delegated signature authority; requests input from Risk Management and Safety, General Counsel, and contracting officers as needed. Reviews Professional Services Contracts from academic departments and offices that exceed $10,000 to ensure compliance with federal labor laws, University policy (including handbooks), and state bid law.
- Oversees Human Resource activities for the Provost Office and supporting units. Provides direction, guidance, and assistance to the Provost & Senior Vice President for Academic Affairs and all academic and supporting units on issues related to Human Resources (i.e., interpretation of policies/procedures), specifically as they relate to faculty, including recruitment, hiring, onboarding, employee relations, classification and

## RESPONSIBILITIES

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| | compensation, regulation, compliance, and performance management. Ensures consistency in application of policies and overall compliance. |
| • | Oversees all tenure-track & non-tenure-track faculty recruitment, hiring, and evaluation. |
| • | Responsible for the configuration, ongoing maintenance, implementation, and training for HR systems including recruitment plans, faculty applicant tracking, and search committee training. |
| • | Engages appropriate offices to develop policies and processes around various programmatic opportunities (spousal accommodations, diversity and inclusion initiatives, search committee support and training, as examples). Assesses the effectiveness of faculty HR policies and programs ensuring that goals and objectives are met effectively and efficiently. |
| • | Supervises financial and human resources staff within the Provost Office, including daily operations and tasks. |
| • | Serves as a liaison to financial and human resource personnel in all academic and supporting units to provide timely and accurate responses to requests for information, meetings, trainings, and communications. |
| • | Serves as a liaison to Central Human Resources and Business and Finance Offices to facilitate working relationships that serve the campus efficiently and effectively to ensure solutions are consistent across campus and within departments. |

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

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| 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 Business, Accounting, Finance, Management, Administration of Higher Education, or relevant. | and | 8 years of | Experience in managing financial matters for an organization, including budgeting, forecasting, projecting and analysis of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have 2 years experience supervising full-time employees. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge and demonstration of best practices in budgeting and financial planning, knowledge of generally accepted accounting principles, knowledge of federal, state, and local legislation affecting human resources (Affordable Care Act, FLSA, IRS, etc.). | |
| Knowledge of human resource practices and procedures. | |
| Ability to effectively communicate to various leaders across the University, including Trustees, senior leadership, Deans, or other unit heads. | |
| Ability to exercise discretion concerning highly sensitive and confidential information. | |

## 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

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| Physical Demands Category: | Office and Administrative Support |

## 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 |
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| Extreme temperatures | | X | | | |
| Hazards | | X | | | |
| Wet and/or humid | | X | | | |
| Noise | | X | | | |
| Chemical | | X | | | |
| Dusts | | X | | | |
| Poor ventilation | | X | | | |

**Vision Requirements:**

Ability to see information in print and/or electronically.