AUBURN
Human Resources

Mgr, Financial Planning & Analysis

Job Description

JOB INFORMATION

Job Code	KA44
Job Description Title	Mgr, Financial Planning & Analysis
Pay Grade	FO12
Range Minimum	$74,400
33rd %	$94,240
Range Midpoint	$104,160
67th %	$114,090
Range Maximum	$133,930
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/20/2019

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Prepares, analyzes, and maintains financial statements, plans, and projects that support the University's strategic plans for program creation, stability, or capital investment (at the institutional level, as well as for the college/units) for Auburn University. Serves as the technical and functional lead for the university's planning and budgeting software.

RESPONSIBILITIES

- Serves as the technical and functional lead for the university's planning and budgeting software. This includes providing end-user support and working with other personnel to build additional models under the connected planning concept, reporting, and dashboards.
- Leads efforts of historical trend analysis for the university and using data to project future revenues and expenses of specific line items and at a global level.
- Collaborates with the Asst VP, Budgets & Bus Ops in updating the university’s long-term financial model, reporting dashboard, and building different scenarios.
- Collaborates with other business and auxiliary units on campus to build pro-formas that will include preparing ROI analyses and identify key performance indicators to assess sustainability success.
- Collaborates with Budget Services groups on detailed analysis of quarterly management statements to identify potential issues or opportunities for improvement and resolution of variances.
- Oversees personnel in the Financial Planning and Analysis area, which would include professional and administrative support staff involved in the shared service function of business process.

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	in Accounting, Finance or related field OR a degree in any field plus a CPA.	and	5 years of	experience in financial reporting, financial analysis, and/or budgeting within a large, complex organization with at least 3 years of progressive experience utilizing budgeting and financial software.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally-accepted accounting practices and principles, ability to analyze financial data, knowledge and demonstration of best practices in budgeting and financial planning.	
Critical thinking skills in order to identify strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	
Ability to learn, navigate, and administer budget and long-term financial planning software.	

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.	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			
Atmospheric Conditions		X			
Vibration		X			

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