AUBURN
Human Resources

Assoc VP, Budgets & Business Operations

Job Description

JOB INFORMATION

Job Code	KA45
Job Description Title	Assoc VP, Budgets & Business Operations
Pay Grade	FO19
Range Minimum	$219,000
33rd %	$292,000
Range Midpoint	$328,500
67th %	$365,000
Range Maximum	$438,000
Exemption Status	Exempt
Approved Date:	10/22/2025 8:49:18 AM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the SVP, Business & Administration & Chief Financial Officer, the Asst VP of Budgets & Business Operations serves as the chief budgeting officer for the University and is responsible for the leadership and management oversight of the following business operations areas: Information Support Services, Auxiliary Enterprise Support, Campus Card Operations, and the University Bookstore. This position is responsible for leading the University Budget Office and for the formulation, development, and assessment of the University's budget and resource allocation policies, including bond borrowing affordability analysis, long-term tuition projections, and long-term pro-formas for budgeting planning. The University Budget Officer plays a crucial role, as s/he is one of only a few individuals at the University who have both the broad understanding of units and colleges across the University and the depth of insight into each. Accordingly, the University Budget Officer 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. The oversight of the additional areas mentioned above will include guiding on priorities for projects and working with unit leaders to develop sustainable long-term financial models. This position directly manages the Manager of Budget Services, Director of ISS, Director of Auxiliary Enterprise Support, Director of Campus Card Operations, and the Director of Bookstore.

RESPONSIBILITIES

- Develops, implements, monitors, and assesses the University's annual operating budget to include developing long-range forecasts and various models and scenarios that inform budgeting planning and resource allocation decisions.
- Provides substantial support to the President and VP for Business and Finance/CFO regarding financial and budgetary issues, including preparing and presenting high-level briefings.Responsible for the administration, operation, and maintenance of all aspects of the University's campus card program, specifically the spending feature, building access, campus service access and meal program. Manages the associated banking relationship of the card.
- Oversees the Information System Support department within Business & Finance by ensuring customer service excellence and working with the unit to find innovative ways to solve problems through the use of technology while maintaining security standards.
- Oversees the operations of the University Bookstore to provide goods and services at a reasonable cost and providing a convenient and attractive environment for its customers. Ensures inventory, gross margins, sales, and long-term financial plans are effectively managed.
- Oversees the auxiliary enterprise support department ensuring customer service in meeting all the auxiliary units' needs for accounting, reporting, human resource, and budgeting.
- Anticipates and responds to budget challenges and opportunities.

RESPONSIBILITIES

- Leads discussions about maintaining affordability for Auburn students while continuing to evolve the institution's profile and augment available resources.

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	Supervises others with full supervisory responsibility.

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 or Finance.		10 years of	increasingly responsible professional experience and management in higher education or similar institutions. Must have demonstrated experience preparing and presenting complex budgeting information to a wide range of audiences including Boards, in writing and through oral presentations. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in budgeting to ensure sound financial reporting, and to analyze new opportunities. This position requires poise, presence, and strong interpersonal skills to interact with a variety of constituents and stakeholders, and to establish productive working relationships with other senior administrative leaders, deans, faculty, staff and students. Must have the ability to build, nurture, and retain a strong team of professionals.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge in budgeting, accounting practices and principles and analysis of budgetary financial data.	
Expert knowledge and demonstration of best practices in budgeting and financial planning.	

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.