AUBURN
Human Resources

Dir, Accounting & Finance Operations ARTF

Job Description

JOB INFORMATION

Job Code	KA49
Job Description Title	Dir, Accounting & Finance Operations ARTF
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:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/26/2021

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Responsible for the financial accounting and reporting operations of the Auburn Research and Technology Foundation (ARTF) and Auburn Research Park I (ARPI), both nonprofit 501(c)(3) organizations, within the areas of finance, budget, purchasing, taxation, and annual audits with external auditors, as required by Auburn University. This position is also responsible for the financial budgeting and reporting for the Auburn University Office of External Engagement and Support (EES).

RESPONSIBILITIES

- Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters for ARTF, ARPI, and EES. Ensures that generally accepted accounting principles (GAAP), regulations governing not-for-profit corporations, and University policies and procedures are followed for managing, processing, and recording all transactions.
- Develops, implements, and maintains fiscal policies and procedures, which ensure that generally accepted accounting principles, contractual agreements, federal and state regulations and Auburn University and ARTF/ARPI guidelines are employed. Regularly reviews and modifies internal controls as operations and systems evolve to ensure the integrity of financial data and the protection of assets.
- Assists management on complex fiscal matters, budget considerations, and other fiscal matters related to ARTF/ARPI, including financing construction, calculates projections and other strategic financial matters. Oversees and assists with long-term financial planning, analytics, and performance modeling for future ventures and projects.
- Oversees financial audits and tax return preparation for ARTF/ARPI with outside auditing firm including findings with auditors and development of management responses to findings and reporting to Auburn University BOT and ARTF BOD.
- Provides accounting services and support to ARTF/ARPI management, (a nonprofit 501(c)(3) organization) and their Boards of Directors, such as finance committee reporting, audit, 990 tax return preparation, and other Board related financial reporting.
- Provides direct supervision and guidance for the accounting staff including review of transactions and reports and compliance with controls.
- Serves as the primary contact for communication with Auburn University Business Office and Accounting and outside accounting and audit firms.

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 Business, Accounting, Finance, or related.	and	8 years of	Certified Public Accounting experience within the areas of accounting, audit, financial management, and business operations reflecting progressively increasing levels of responsibility and accountability. Must have 2 years of experience directly managing full-time employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Advanced knowledge of GAAP accounting principles and practices, budget principles and practices, and the analysis and reporting of financial data.	
Knowledge of business and management principles involved in strategic planning, resources allocation, leadership techniques, and coordination or people and resources.	
Knowledge of audit preparation and review with outside firms.	
Ability to communicate effectively and present information to stakeholders.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)		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				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.