AUBURN
Human Resources

Accounting/Financial Analyst

Job Description

JOB INFORMATION

Job Code	KA50
Job Description Title	Accounting/Financial Analyst
Pay Grade	FO10
Range Minimum	$60,970
33rd %	$75,190
Range Midpoint	$82,300
67th %	$89,420
Range Maximum	$103,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/26/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Performs a variety of responsibilities for the financial operations for all academic units. This includes financial reporting, analysis, budgeting and forecasting, compliance with university requirements and policies, transaction approval, and serves as a resource for departments regarding budget and financial practices.

RESPONSIBILITIES

- Performs routine day-to-day accounting and financial duties to include (but not limited to) prepare, examine, code, and process department's financial transactions; reviews and verifies documentation for completeness, accuracy, and compliance with policies and procedures; Investigates and resolves inconsistencies and errors in financial documentation obtaining information from written policies and/or higher-level staff and escalating to the appropriate person/office as needed.
- Initiates and/or responds to routine inquiries concerning purchasing, procurement, or payment compliance with university policy. Assists vendors, parents, students, or departments concerning payments, balances, discrepancies, or other account issues.
- Assists in the administrative management of contracts by monitoring budget; coordinating change orders, time extensions, budget reallocations; and financial reporting from inception to close-out.
- Supports the tracking, monitoring, and analyzing the department's or division's budget; Monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded; Reviews, investigates and corrects errors in financial entries, documents, and reports; ensures departmental leadership is informed regarding any and all financial issues or anomalies that may arise.
- Prepares, reviews, and/or analyzes the division's quarterly management statements including budget-to-actual and year-over-year actual variances; unrestricted reserve reports; and other reporting under the Strategic Budgeting Initiative.
- Assists in the development and maintenance of data and databases; Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports on a regular or ad hoc basis.

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	Accounting, Finance, Business or related field. An MBA, MA cc, or CPA can be substituted for the specific degree.	and	4 years of	Experience in reporting, financial analysis, and budgeting within a large organization. Experience must show progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally accepted accounting principles, budget principles specifically responsibility center management, cost accounting principles, and tools related to resource allocation.	

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.