AUBURN
Human Resources

Dir, ACES Financial Services

Job Description

JOB INFORMATION

Job Code	KA55
Job Description Title	Dir, ACES Financial Services
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	8/3/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Directs and administers all of Alabama Cooperative Extension System (ACES) fiscal compliance and business operations for a division of an organization as the senior administrative business and finance officer.

RESPONSIBILITIES

- Exercises primary responsibility over the ACES accounting, reporting, budgeting, and monitoring of all financial matters within the division including all funding. Provides leadership to the administrative and support staff which may include delegating work, ensuring accurate and timely completion, and resolving complex and non-routine issues.
- Coordinates and facilitates administrative management of day-to-day activities and directs policy formulation to ensure the most efficient usage of human and economic resources. Provides strategic oversight and administrative leadership for finance, information technology, communications.
- Prepares and monitors the operating budget for ACES division, and provides financial reporting and analysis for ACES business operations and project accounting.
- May oversee and facilitate federal records management and serve as lead federal officer fiscal, civil service retirement, life insurance, space, and excess property management.
- Serves as the responsible authority for all ACES business and financial decisions involving the procurement and leasing of equipment, the maintenance and operation of systems, and the selection and procurement of new purchases.
- Directs and oversees grant proposal submission, and ensures compliance by providing pre-and post award oversight and guidance to principal investigators and administrative staff.
- Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, state bid law, other regulations, and good fiscal practices are employed.
- Advises and assists the ACES Director and leadership on complex fiscal matters, budget considerations, strategic planning, project management, and other administrative matters. Counsels senior management on short-term and long-term financial objectives, policies, and actions.
- Interfaces with government agencies concerning contractual requirements, project funding, and invoice payments.
- Provides financial reporting and strategic analysis for funding activities, project accounting, state and federal appropriations, including budgeting, allocation, expenditure, cash drawdown. Provides financial oversight for Graham Farm & Nature Center, 67 individual county offices, and Alabama A&M University.

RESPONSIBILITIES

- Frequently interacts with colleagues from Auburn University's Office of Audit-Compliance-Privacy, given ACES funding of one 100% FTE dedicated to ACES field work within the state of Alabama. The department rotates reviews that include face-to-face county visits amongst 67 counties on a three year rotational basis.
- Serves as facilities manager for the building and infrastructure. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.

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 Busines, 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

Knowledge of human resources policies, practices, precedents, and laws related to performance review and employee development.	
Knowledge of staff development techniques and strategies.	

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			up to 50 lbs
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 and distinguish colors.