AUBURN
Human Resources

Financial Analyst I, Endowment

Job Description

JOB INFORMATION

Job Code	KD03A
Job Description Title	Financial Analyst I, Endowment
Pay Grade	FO09
Range Minimum	$54,190
33rd %	$66,840
Range Midpoint	$73,160
67th %	$79,480
Range Maximum	$92,130
Exemption Status	Exempt
Organizational use restricted to the following divisions	113 AVP-Financial Services/Controller
Approved Date:	2/20/2025 4:30:25 PM

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Financial Analyst I, Endowment position supports basic financial reporting and analytics for Endowment funds. This includes assisting with recording financial portfolio values, producing basic reports, and supporting the annual independent financial audit for Auburn University and its related organizations.

RESPONSIBILITIES

- Assists in preparing basic financial statement audit documentation and reports.
- Supports the annual independent audit engagement function Auburn University and its institutionally-related organizations.
- May assist in calculating monthly market value for the University and its Foundation Endowment pools.
- Performs basic reconciliations and analysis between various financial statements and systems.
- Assists in due diligence processes and Endowment investment performance analysis.
- Creates basic accounting entries for investment activities.
- Assists in the establishment of Endowment and related funds within the general ledger system.
- Reviews basic fund structures based on supporting documentation.
- Assists in monitoring custody bank transactions and managing internal fiscal controls ensuring accuracy and completeness of financial records in support of the University and its related organizations.
- Performs basic data analysis and prepares special reports for senior leadership as requested.
- Assists in advising management and staff on financial and accounting matters relating to endowment management best practices.

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	Degree in Accounting, Finance, or related discipline required.	and	0 years of	Experience in general accounting and an understanding of endowment fund accounting, private capital investments, and investment-related tax reporting. Experience should reflect progressively increasing levels of responsibility and accountability.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial accounting and reporting.	
Ability to read, interpret, and analyze GAAP and IFRS financial documents.	
Ability to problem solve and gather/analyze information skillfully and efficiently.	
Advanced Microsoft Excel skills.	
Ability to communicate effectively with the campus enterprise and with external partners.	

MINIMUM LICENSES & CERTIFICATIONS

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

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			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.