AUBURN
Human Resources

Financial Analyst III, Endowment

Job Description

JOB INFORMATION

Job Code	KD03C
Job Description Title	Financial Analyst III, Endowment
Pay Grade	FO11
Range Minimum	$66,140
33rd %	$83,770
Range Midpoint	$92,590
67th %	$101,410
Range Maximum	$119,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/31/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Financial Analyst III, Endowment position has critical process, control, and recording responsibilities for Endowment financial reporting and analytics including recording financial portfolio values and investment capital activity, producing reports and analytics for leadership, and facilitating the annual independent financial audit relating to investments values and disclosure notes for Auburn University, Auburn University Foundation, Tigers Unlimited Foundation, and Auburn Alumni Association.

RESPONSIBILITIES

- Prepares, drafts, and reviews annual financial statement audit documentation, reports, and disclosure notes for Endowment investments in accordance with accounting principles required by the Governmental Advisory Standards Board (GASB) and the Financial Accounting Standards Board (FASB).
- Supports the annual independent audit engagement function for Auburn University and its institutionally-related organizations, by coordinating information flow to/from external auditors and providing analytical responses to answer questions generated during fieldwork.
- Calculates monthly market value for Auburn University and Auburn University Foundation endowment pools.
- Performs key reconciliations and analysis between third-party investment statements, the Endowment accounting system, custodian/consultant, and the general ledger.
- Assists in due diligence processes and Endowment investment performance analysis.
- Analyzes Endowment investment manager activity and leads the recording and processing of investment account transactions such as interim and annual market value adjustments for the University and its institutionally related organizations.
- Creates accounting entries to record each investment manager's capital activity, valuation change, etc. within the general ledger system.
- Oversees the establishment of Endowment & related spendable funds and restricted gift funds on the general ledger, collaborating and communicating with the relevant parties within the University and its institutionally related organizations.
- Reviews and approves fund structure based on a review of supporting documentation and knowledge of FASB and GASB accounting rules. Interacts with and supports university stakeholders regarding gift funds.
- Monitors custody bank for proper recording of transactions and serves as the second approver of transactions. Gathers, organizes, and manages data related to the Endowment investments. Manages internal fiscal controls ensuring accuracy and completeness of financial records in support of Auburn University and its related organizations.

RESPONSIBILITIES

- Performs analysis of data, special reports, and projects as requested by senior leadership, serving as an information resource on GASB and FASB financial reporting compliance. Provides tax documents and statements for the preparation of required tax filings.
- Advises management and staff regarding financial and accounting matters, policies and procedures, and internal controls 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. Master's Degree preferred.	and	4 years of	Experience in 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 professional practice in financial accounting and reporting, internal controls, and external 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 with the ability to analyze large data sets and identify patterns and gaps within the data.	
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			Up to 50 pounds
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.