AUBURN
Human Resources

Exec Dir, Advancement Finance

Job Description

JOB INFORMATION

Job Code	KD05
Job Description Title	Exec Dir, Advancement Finance
Pay Grade	FO16
Range Minimum	$126,740
33rd %	$168,980
Range Midpoint	$190,110
67th %	$211,230
Range Maximum	$253,470
Exemption Status	Exempt
Organizational use restricted to the following divisions	109 Senior VP-Advancement
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/7/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Chief Advancement of Operations and Strategy Officer, the Executive Director of Advancement Finance is responsible for the financial health of Auburn University Advancement and the oversight and leadership of the financial operations of the AU Foundation, AU Real Estate Foundation, and Auburn Alumni Association. Provides leadership, direction, and management of finance and accounting functions, including budgeting, financial forecasting, preparation of financial and tax reporting, annual audit, fiscal operations, foundation payment services, and for allocation of resources to achieve strategic priorities.

RESPONSIBILITIES

- Provides substantial support to the Chief Advancement Operations & Strategy Officer and Advancement Senior Leaders along with the AU Foundation and AU Real Estate Foundation and respective 501©(3) boards regarding financial, tax compliance and budgetary matters, including preparing and presenting high-level briefings.
- Leads a team of financial professionals to ensure accurate financial reporting and business processes.
- Advises on all financial matters, and provides leadership and direct oversight of Auburn Advancement's financial operations.
- Collaborates with University Endowment Office to administer endowment, and short and intermediate term cash float investments.
- Oversees federal and state tax filings and ensures legal and regulatory compliance regarding all financial functions for Auburn Advancement and its affiliated organizations. Regularly reviews and/or approves contractual obligations on behalf of AU Advancement and/or Auburn University's institutionally related foundations.
- Actively works with Finance, Administration, and Audit committees; prepares agendas, financial and investment reports necessary to fulfill governance requirements and to meet the Board's and organizations needs and timelines.
- Develops financial forecasts, and formulates annual and long-term budgets for the organization. Monitors expenditures relative to budget allocation and in accordance with University, state, and federal regulations.
- Plans and assesses long-term capital expenditures.
- Ensures appropriate implementation of policies related to foundation funds.
- Oversees the preparation of financial statements and certifies their accuracy.
- Develops and monitors revenue generating strategies.

RESPONSIBILITIES

- Ensures University polices and processes are applied.

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	Supervises others with full supervisory responsibility.

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	in Accounting, Finance, or related degree.	and	10 years of	increasingly responsible professional experience and management in accounting, budgeting, and financial reporting. Must have at least 5 years' experience directly supervising full-time staff. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities.	And

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing, contract guidelines and an understanding of 501©(3) and/or Institutionally Related Foundations. Knowledge of FASB not-for-profit accounting principles, GASB governmental accounting standards, governmental budgeting practices, resource allocation and cost accounting practices , IRS regulations applicable to charitable organizations.
Must understand relational data bases and be able to extract and analyze data therefrom.
This position requires poise, presence, and strong interpersonal skills to interact with a variety of internal and external constituents and stakeholders, and to establish productive working relationships with other senior executive leaders, deans, financial managers, and colleagues across the University.
Must have the ability to build, nurture, and retain a strong team of professionals.
Represents the University and its institutionally related foundations at professional organizations, conferences, and University or Foundation-sponsored functions.
Possesses excellent problem solving, analytical, business and presentation skills, and strong project management skills to meet deadlines and work effectively with others.

MINIMUM LICENSES & CERTIFICATIONS

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