AUBURN
Human Resources

Endwmnt Accounting Analyst I

Job Description

JOB INFORMATION

Job Code	KD09A
Job Description Title	Endwmnt Accounting Analyst I
Pay Grade	FO07
Range Minimum	$44,460
33rd %	$53,360
Range Midpoint	$57,800
67th %	$62,250
Range Maximum	$71,140
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/26/2015

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Prepares and distributes endowment financial reports and related external audit information for Auburn University.

RESPONSIBILITIES

- Prepares, edits, reviews and publishes financial statements following federal, state and higher education reporting guidelines.
- Analyzes various institutional operating units to determine if they meet IRS unrelated business income tax requirements and prepare tax reports for federal IRS 990T tax return.
- Prepares University wide endowment cash flow statement for published financial audit report.
- Serves as liaison between colleges, schools and university departments in order to communicate and monitor mandated federal compliance requirements for service centers including preparation of the annual service center breakeven analysis and approval of the rate development calculation.
- Analyzes monthly balances for plant fund accounts and prepares analysis and reports.
- Coordinates various audit activities to ensure departmental compliance with Federal guidelines and reporting standards.
- Prepares ad hoc reports, monthly reconciliations and analysis of financial data to include but not limited to revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance administrative decisions effecting university wide policies and procedures.
- Reviews journal entries and cash transfers for university transactions relating to year-end audit adjustments and reclasses to make sure financial transactions are recorded properly and are in compliance with federal, state and higher education reporting guidelines.
- Prepares footnotes and annual audit schedules for external auditors and assist them with answering questions about financial activity for the year.
- Validates plans and coordinates special projects such as indirect cost studies, cost of college studies, cost accounting standards review.

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 or a Degree plus a CPA.	and	0 years of	Experience in endowment accounting, financial reporting, and/or auditing	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Certified Public Accountant (CPA)	if Degree is not in Accounting.	Upon Hire	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.