AUBURN
Human Resources

Dir, IPX Business & Fiscal Administration

Job Description

JOB INFORMATION

Job Code	KD10
Job Description Title	Dir, IPX Business & Fiscal Administration
Pay Grade	FO13
Range Minimum	$85,560
33rd %	$108,380
Range Midpoint	$119,790
67th %	$131,200
Range Maximum	$154,020
Exemption Status	Exempt
Organizational use restricted to the following divisions	170 Senior VP Research Econ Development
Approved Date:	2/16/2026 10:33:42 AM

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Business Administration

JOB SUMMARY

Directs the financial planning, budgeting, and funding allocation functions for the Intellectual Property Exchange (IPX), overseeing all accounting and financial reporting activities and partnering with senior leadership on strategic, organizational, and long-range financial planning. In addition to fiscal oversight, the role leads IPX's technology systems administration and asset management, manages internal and external communications and marketing, and guides the adoption of new technologies and responsible AI practices. Ensures that IPX's financial operations, technical initiatives, and communication strategies align with the broader goals of the Research Division.

RESPONSIBILITIES

- Monitors and evaluates IPX license agreements to ensure licensee compliance with royalty and patent-expense obligations. Reviews agreements and amendments to determine accurate billing for royalties and patent-expense reimbursements, and communicates with licensing officers, inventors, licensees, and university units as needed.
- Reviews monthly financial statements for accuracy and makes corrections as needed. Oversees departmental financial operations and conducts analyses to develop, implement, and maintain solutions to financial issues. Coordinates, prepares, processes, and maintains financial transactions, including journal entries, payment vouchers, cash collection reports, and internal transaction vouchers.
- Develops and prepares monthly and annual IPX financial and operational reports, along with additional analyses as requested. Prepares the department’s annual budget and provides required data for the Association of University Technology Managers (AUTM) annual report. Produces and reports monthly and annual IPX performance metrics. Conducts detailed monthly reviews and reconciliations of multiple departmental financial accounts.
- Oversees and supports departmental staff, including the patent administrator, government compliance administrator, and technology transfer administrator. Reviews processes with staff to assess efficiencies, identify operational needs, and recommend improvements. Evaluates staff development and training requirements and identifies appropriate resources to support growth.
- Reviews and approves attorney invoices, ensuring proper identification of the intellectual property (IP) associated with each expense. Coordinates with attorneys and external partners to encourage use of the LEDES format to streamline processing and improve efficiency. Conducts monthly reviews of transactions billed by the foreign annuity service and collaborates with the Patent Administrator to resolve outstanding items.
- Oversees systems training, software updates, and module integration for all IPX staff, ensuring consistent and effective use of institutional platforms. Administers system configurations, user access, and account

RESPONSIBILITIES

	permissions. Serves as the IT Liaison and Asset Management Lead, directing inventory and lifecycle management for property, computer equipment, cell phones, surplus assets, landlines, shared email accounts, and computer orders. Facilitates software onboarding and provides comprehensive systems training for new employees.
•	Manages all internal and external communications for IPX, including website updates, email campaigns, social media strategy, and broader marketing initiatives. Serves as the Executive Director's lead for identifying and implementing new technologies that enhance operational efficiency, and oversees the responsible and ethical use of AI across IPX systems and communications.

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 Business, Management, Finance, Accounting, or related field is desired.	and	7 years of	experience in financial management, accounting, intellectual property, licensing, or research administration.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial management principles, including budgeting, account reconciliation, and analysis within a complex administrative or research environment.	
Knowledge of intellectual property administration, including licensing agreements, royalty structures, patent-related expenses, and compliance requirements.	
Skilled in analyzing, interpreting, and improving financial and operational processes, with the ability to identify issues and implement effective solutions.	
Ability to lead, supervise, and develop administrative staff, fostering efficient workflows, clear communication, and continuous improvement.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				
Certified Public Accountant (CPA)		Upon Hire	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				10 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.