AUBURN
Human Resources

Dir, Advancement Finance

Job Description

JOB INFORMATION

Job Code	OA58
Job Description Title	Dir, Advancement Finance
Pay Grade	FO14
Range Minimum	$95,010
33rd %	$123,510
Range Midpoint	$137,760
67th %	$152,010
Range Maximum	$180,510
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/15/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Executive Director of Advancement Finance, the Director of Advancement Finance is responsible for the leadership, management, and oversight the fiscal operations, tax compliance and internal controls over financial reporting for Auburn University Foundation. The Foundation is established under Sections 501 (c) (3) and 170(c) (2) of the Internal Revenue Code. Further, this position provides oversight and management of the combined budget and payment services of Auburn University Advancement.

RESPONSIBILITIES

- Provides substantial support to the Executive Director of Advancement Finance and the Auburn University Foundation Board regarding financial and budgetary matters, including performing the duties of the Executive Director of Advancement Finance in their absence.
- Leads, oversees, and develops the professional staff responsible for the fiscal operating activities of Auburn Advancement and its institutionally related organizations.
- Oversees the disbursement function for Auburn Advancement, including approval of vouchers, policy adherence, proper expense classification, and necessary tax reporting.
- Develops and maintains the financial accounting systems, policies, and procedures of the Foundation to account for the receipts and expenditures of all funds for the reporting of financial and operating results to senior leadership, boards, external agencies, and stakeholders. Maintains reports and charts, which includes determining proper account classifications.
- Oversees the coordination and preparation of Auburn Advancement’s annual operating budget, presented for approval to senior leadership and the related boards.
- Oversees and reviews interim budget-to-actual and management reports for the senior leadership, university stakeholders, and the board of three institutional-related organizations.
- Oversees and reviews the preparation of surveys and special reports of the philanthropic activities of Auburn Advancement and its institutional-related organizations.
- Advises and collaborates with business managers and university stakeholders regarding gift funds, advancement operating budgets, policies, and procedures.
- Responsibility and oversight for gifts to the institution and its affiliated entities.
- Performs analysis, special projects, and other work as assigned by senior leadership.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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, Business, or related field.	and	8 years of	Increasingly responsible professional experience and management in accounting, budgeting, and financial reporting is required. Must have at least two (2) years' experience directly supervising full-time staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of FASB not-for-profit accounting principles, 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 date therefrom.	
Ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.