
Auburn University Job Description

Job Title: **Mgr, Campus Rec Bus Ops**

Job Family: No Family

Job Code: **AE70**

Grade FO10 \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

Manages and oversees fiscal and operational activities of Campus Recreation.

Essential Functions

1. Directs the accounting and financial duties of Campus Recreation to include (but not limited to) planning, preparing, examining, and analyzing accounting records, financial statements, and other financial reports.
2. Completes budget development, monitors accounts, and provides recommendations for corrective actions to ensure budgets are not exceeded.
3. Oversees the processing of required documents (including student employment), EPAF's, statistical records, certifications, performance data, and facility access approval.
4. Researches, develops, implements, and revises accounting systems to strengthen internal controls and promote fiscal responsibility.
5. Prepares technical financial reports and presents financial analyses data and statistics to key leaders in the department.
6. Manages inventory control, conducts and maintains contract and business negotiations with outside vendors, provides management reports, and develops strategies to use resources efficiently.
7. Develops and manages all administrative activities of the department including the planning, operation, and evaluation of the student development and student leadership programs.
8. Establishes and chairs a Department Budget Advisory Committee including, and participating in, department and divisional meetings, student outreach programs, and staff and professional developmental opportunities.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Accounting or Finance
Experience (yrs.)	5	Experience in financial management or accounting and business operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of financial principles, practices, procedures, and the analysis of financial data.

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/1/2015
