
Auburn University Job Description

Job Title: **Sr Assoc AD/Chief Financial**

Job Family: No Family

Job Code: **BA10**

Unclassified

FLSA status: Exempt

Job Summary

Reporting to the Director of Athletics, this position is responsible for the oversight and leadership of the financial operations of the department.

Essential Functions

1. Provides leadership and direct oversight of the Athletics' financial operations, and advises the Director of Athletics on all financial matters; collaborates with the Department's executive team.
2. Develops financial forecasts, and formulates annual and long-term budgets for the Department.
 - Monitors expenditures relative to budget allocation and in accordance with university, state, and federal regulations.
3. Plans and assesses long-term capital expenditures, debt, and debt service; and develops strategies to provide effective debt management.
4. Collaborates with the Tigers Unlimited Foundation to develop related budgets and ensure appropriate implementation of policies related to foundation funds.
5. Oversees the preparation of financial statements and certifies their accuracy.
6. Collaborates with all areas of the Department to develop and monitor revenue generating strategies.
7. Maintains responsibility for all Athletics Department procurement activities and ensures University policies and processes are applied. •Serves as the Athletics point of contact and liaison with University leadership on all financial matters involving the Department.
8. Supervises the Department's data analytics program, including developing business strategies.
9. Provides oversight of the Athletics Department's Information Technology unit.
10. Prepares all financial reporting required by the University Office of Business and Finance, University's Board of Trustees, the SEC, NCAA, US Department of Education, and any other regulatory agencies.
11. Will serve as sport administrator for one or more of the Department's 21 sports programs.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 related field.
Experience (yrs.)	10	•Ten (10) years of experience in developing and implementing financial and accounting plans and related policies, preferably within collegiate athletics.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of National Collegiate Athletic Association (NCAA) rules and regulations, accounting principles, IRS and state tax codes, Title IX compliance rules, and state purchasing and contract guidelines.

Certification or Licensure Requirements

Certified Public Accountant preferred.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

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

Date: 5/11/2022
