
Auburn University Job Description

Job Title: **Assoc AD, Athletics Foundation CFO**

Job Family: No Family

Job Code: **BA69**

Grade FO14 \$85,500 - \$162,500

FLSA status: Exempt

Job Summary

Reporting to the Executive Associate Athletic Director, the Foundation CFO serves as an Assistant Treasurer for the Tigers Unlimited Foundation. The Foundation CFO is responsible for the leadership, management, and oversight of the fiscal operations, tax compliance, budgeting and foundation payment services, and internal controls over financial reporting for an institutionally related foundation. The foundation is established under Section 501(c)(3) of the Internal Revenue Code.

Essential Functions

1. Provides substantial support to the VP, Business and Finance and CFO, the Executive Director of the Tigers Unlimited Foundation, the Athletics Executive Leadership, and the Board of Directors of the Foundation regarding financial, tax compliance and budgetary matters, including preparing and presenting highlevel briefings.
2. Responsible for the accurate, timely, and compliant financial accounting systems, policies and procedures. Includes the accounting for the receipts and expenditures of all funds and the reporting of financial and operating results to Executive Leadership, Board of Directors, external agencies and stakeholders.
3. Coordinates the annual external audit engagement and tax compliance for the Foundation and ensures the independent CPA firm is provided with all requested documentation to opine on the financial statements and file the respective tax return
4. Through subordinate leadership, oversees the coordination and preparation of the annual operating budgets of the Foundation for approval by the Foundation President and Foundation Board and Athletics Executive Leadership.
5. Certifies the design, implementation, and maintenance of internal controls and accounting systems relevant to the fair presentation of the financial statements, footnotes, and supporting schedules, in all material respects.
6. Through subordinate leadership, directs the preparation and reporting related to the National Collegiate Athletic Association (NCAA) Agreed Upon Procedures annual reports, including negotiation of findings with auditors and development of management responses to findings.
7. Through subordinate leadership, directs the preparation and reporting of surveys and special reports of the philanthropic activities of the Foundation to the University Office of Development Accounting.
8. Complies with all applicable NCAA and Southeastern Conference regulations in the performance of job duties.

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

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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, Accountintg or related degree with CPA.
Experience (yrs.)	10	Experience in the preparation and analysis of financial statements prepared in accordance with FASB accounting principles, including the supervision of a financial reporting department.

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 FASB not-for-profit accounting principles, GASB governmental accounting standards, 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 data therefrom.

Strong interpersonal skills to interact with a variety of internal and external constituents and stakeholders, and to establish productive working relationships with other senior executive leaders, financial managers, and colleagues across the University.

Certification or Licensure Requirements

Certified Public Accountant (CPA)

Physical Requirements/ADA

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

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 5/11/2022
