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## Auburn University Job Description

Job Title: **Spec, Athletic Gift**

Job Family: No Family

Job Code: **BA91**

Grade UA01 \$33,300 - \$46,600

FLSA status: Non-Exempt

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### Job Summary

Reporting to the Manager of TUF Financial Services, the Athletic Gift Specialist researches and analyzes daily receipts of gifts for Auburn Athletics Department and Tigers Unlimited Foundation (TUF). Performs biographical updates and maintains data integrity through use of relational database integrity functions, spreadsheet functions, spreadsheet formulas, and functions to ensure that records are logical and consistent. Provides financial and accounting support in a variety of functions related to financial reporting for Tigers Unlimited Foundation, the Auburn Ticket Office, and the Auburn Athletics Department.

### Essential Functions

1. Reviews and processes Tigers Unlimited and Auburn Athletics priority program payments and Athletic ticket sales, which includes accurate examining, coding, and processing in the Paciolan system. Ensures payments are received in a timely manner in accordance with AU, TUF, IRS and CASE guidelines. This includes cash and check deposits, lockbox deposits, and daily web transactions.
2. Serves as a point of contact for Tigers Unlimited donors regarding TUF gifts and pledges, as well as priority program payments and ticket sales. Provides appropriate information and follow-up responses regarding donors' accumulated recognition levels and any questions donors may have regarding their account status and TUF procedures.
3. Prepares bank deposits and electronic collection reports. This includes miscellaneous cash deposits, recruiting deposits, donor extra amenities purchases, various other miscellaneous receipts, and web transactions received by Tigers Unlimited and Auburn Ticket Office.
4. Serves as a liaison to University Finance and Accounting, Athletics Business Office, President's Office, and Board of Trustees. Requires keeping clear channels of communication to ensure that all needs are met in a timely manner.
5. Reviews and updates donor demographic information from various source documents. Reviews data printouts for accuracy and makes appropriate corrections.
6. Refers to the approved budget to ensure expenses of the accounts managed do not exceed the department's allocated Ticket Office budget by consistent use of budgetary controls.
7. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
8. Performs other duties as assigned including support for ticket office events.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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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## **Auburn University Job Description**

*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>
<b>Education</b>	Some college; vocational or Associate's Degree	No specific discipline. Degree in Business Administration, Accounting, Finance, Communications, or relevant field is desired. Bachelor's degree is desired.
<b>Experience (yrs.)</b>	4	Experience in financial support or accounting services, data management, and data analysis.

#### 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 Auburn University, Auburn University Foundation, and Development policies and procedures. Knowledge of IRS and CASE guidelines. Comprehension of Excel, data systems, accounting and finance.

Excellent interpersonal skills, time management skills, communication skills, well developed accounting skills, problem solving and analytical skills.

#### Certification or Licensure Requirements

None required.

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### 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: 12/17/2021

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