



JOB INFORMATION

Job Code	BA91
Job Description Title	Spec, Athletic Gift
Pay Grade	UA01
Range Minimum	\$36,000
33rd %	\$40,800
Range Midpoint	\$43,200
67th %	\$45,600
Range Maximum	\$50,400
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/17/2021

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	

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.

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- Reviews and updates donor demographic information from various source documents. Reviews data printouts for accuracy and makes appropriate corrections.
- 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.
- 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.
- Performs other duties as assigned including support for ticket office events.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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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 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	
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.	And	4 years of	Experience in financial support or accounting services, data management, and data analysis.	

Substitutions Allowed for Experience	Yes
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Talking					X	
Hearing					X	
Repetitive Motions					X	
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.