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## Auburn University Job Description

Job Title: **Sr Assoc AD, Business Affairs**

Job Family: No Family

Job Code: **BA99**

Grade FO16: \$114,100 - \$228,200

FLSA status: Exempt

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### Job Summary

Reporting to the Deputy Athletics Director, the Senior Associate Athletics Director (AD) of Business Affairs is responsible for the oversight and strategies of business operations, financial operations and planning, information technology, human resources, data analytics and business strategies, and Athletics concessions.

### Essential Functions

1. Leads and directs oversight of the Athletics' financial operations, and advises the Athletics Director on all financial matters; collaborates with Athletics' executive team. Provides oversight of the Athletics Department's Information Technology unit and Athletics Human Resources.
2. Presents financial information to Athletics and Auburn University stakeholders. 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 (TUF) 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. 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.
6. Supervises the Department's data analytics program, including developing business strategies. Collaborates with all areas of Athletics to develop and monitor revenue generating strategies.
7. Maintains responsibility for all Athletics' departments procurement activities and ensures University policies and processes are met. Serves as the Athletics point of contact and liaison with University leadership on all financial matters involving the Department.
8. Serves as a liaison to Athletics concessions and vendors and oversees food service operations to include the Athletics Concessions with responsibility for budget management, food offerings, and service.
9. Serves as sport administrator for one or more of the Department's 21 sports programs.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.
11. Performs other related duties as assigned by supervisor.
12. The nature of this role requires 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.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

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*The above essential functions are representative of major duties of positions in this job classification. Specific duties and*

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## **Auburn University Job Description**

*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>
<b>Education</b>	Four-year college degree	Degree in Accounting or related field.
<b>Experience (yrs.)</b>	8	Experience in developing and implementing financial and accounting plans and related policies, preferably within collegiate athletics. At least two (2) years of supervising and managing full time employees.

#### **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**

None Required. Certified Public Accountant is desired.

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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.

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.

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

Date: 3/2/2023

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