



**JOB INFORMATION**

Job Code	DF12
Job Description Title	Mgr, TUF Financial Services
Pay Grade	FO11
Range Minimum	\$62,960
33rd %	\$79,750
Range Midpoint	\$88,140
67th %	\$96,540
Range Maximum	\$113,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	9/5/2019

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

**JOB SUMMARY**

Manages the financial data process and supervises staff in calculating, posting, and verifying financial data for the Tigers Unlimited Foundation (TUF).

**RESPONSIBILITIES**

- Oversees TUF's financial management to include processing gifts, ticket purchases, and any amounts due and outstanding.
- Supervises and participates in preparing materials requiring analyses of supporting documents and ensures entries are entered into systems properly.
- Studies and standardizes procedures to improve efficiency.
- Identifies, resolves problems and inconsistencies, and determines appropriate corrective action. Keeps supervisors informed of any major irregularities or compliance risks.
- Communicates and coordinates accounting policies and procedures with departments, university employees, students, vendors, donors, and/or customers.
- Manages the maintenance of financial files and may serve as archival coordinator.
- Compiles regular reports and composite reports from individual reports of subordinates.
- Maintains relationships and contact with donors to ensure payment of outstanding amounts.
- May perform human resources related duties to include timekeeping.
- Regularly monitors IRS guidelines and CASE Management and Reporting Standards to ensure compliance. Ensures all Auburn and Tuf policies and procedures are followed.

**SUPERVISORY RESPONSIBILITIES**

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.
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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	
Bachelor's Degree	Degree in Accounting, Finance, or Business.	And	5 years of	Experience in financial support services. One year of experience supervising full time staff.	

Substitutions Allowed for Education  Yes

*Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of financial record management, and basic accounting principles and practices.

Developed supervisory skills.

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:  Other

### 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			
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			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.