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## Auburn University Job Description

Job Title: **Dir, Adm/Bus & Fin, COB**

Job Family: No Family

Job Code: **EA97**

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

FLSA status: Exempt

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### Job Summary

Directs and administers fiscal and business operations of the College of Business.

### Essential Functions

1. Exercises primary responsibility over the accounting, reporting, budgeting, and monitoring of all financial matters within the College of Business, including all funding activities.
2. Prepares and monitors the operating budget for the College of Business and provides financial reporting and analysis for funding activities, business operations, and project accounting.
3. Advises and assists management officials on complex fiscal matters, budget considerations, transfer of funds, and other fiscal matters related to the College of Business.
4. Develops and implements fiscal policies and procedures which ensure that generally accepted accounting principles, regulations governing contractual agreements, Federal and State regulations, and Auburn University guidelines are employed.
5. Researches and provides information to management official relating to funding opportunities and avenues.
6. Assists with strategic planning, reaccreditation, organizational analysis and business development.
7. Serves as facilities manager for the building and infrastructure.
8. Oversees the information technology operations of the college and ensures efficient use of such technology for faculty, staff, and students.
9. Provides oversight for special events for the College of Business.
10. Serves as a central operations manager, ensuring day-to-day operations run smoothly and efficiently.
11. Oversees human resources activities for the College of Business.

### 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 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, Finance, or related field
<b>Experience (yrs.)</b>	6	Experience in accounting, financial management, and business operations

#### 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 accounting, budget, and management principles and practices

#### 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, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

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

Date: 6/5/2012

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