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## Auburn University Job Description

Job Title: **Mgr, Business & Financial Admin**

Job Family: No Family

Job Code: **EH25**

Grade FO11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Exercises primary responsibility with a strategic focus and accountability for the areas of finance, budget, human resources, purchasing, compliance, and support services management for a large and/or complex unit or division.

### Essential Functions

1. Oversees and maintains current financial/accounting knowledge of internal processes, policies and procedures, and effectively communicates with department personnel; reviews and approves financial transactions in accordance with 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. Provides accounting and budget guidance for Development special events and coordinates with Development Accounting regarding gifts and event sponsorships; collects funds and pays invoices for Development special events.
2. Ensures compliance by providing oversight and guidance to principal investigators and administrative staff regarding pre- and post-award grant policies and regulations of both internal and external agencies. Processes and approves contract and grant related documents such as (but not limited to) subcontract awards amendments and invoices to ensure the correct accounting and contractual elements are in place.
3. Manages, in collaboration with the supervisor, annual budget development and ongoing analysis and reporting. Provides financial reporting and analysis for funding activities, business operations, project accounting, and short- and long-term financial planning.
4. Has responsibility for the Human Resources function, which includes advising on routine day-to-day processing and support across all employees, including faculty and non-faculty employees; ensures the unit/division human resources' actions and activities are compliant with relevant Federal, State, and University policies.
5. May advise the unit's staff on operational areas of responsibility. May provide oversight and responsibility for all business operations in the unit/division.
6. Assists with strategic planning, organizational analysis, and business development.
7. Provides leadership to the administrative and support staff. Delegates work, as applicable, ensuring accurate and timely completion; assists staff in resolving complex and non-routine issues.

### 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*

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## **Auburn University Job Description**

*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, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability. Must have 1 year experience leading, mentoring or supervising 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 accounting, budget, human resources, and management principles and policies.

#### **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, and lifting up to 10 pounds.

Job occasionally requires standing, walking, .

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

Date: 7/27/2022

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