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## Auburn University Job Description

Job Title: **Bus Mgr, ARTF**

Job Family: No Family

Job Code: **EH28**

Grade FO08 \$45,000 - \$72,000

FLSA status: Exempt

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### Job Summary

Oversees the daily business operations of the Auburn Research Technology Foundation.

### Essential Functions

1. Prepares asset, liability and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options. Prepares quarterly Financial Reports for Board of Directors. Assists with the preparation of business plans and special projects (construction in progress, managing ground leases, etc.). Conducts monthly bank reconciliations. Makes bank deposits as required. Assists with the preparation of the annual budget.
2. Prepares monthly invoices for tenants and processes the payments via bank ACH. Accurately reports tenant payments received and past-due and performs account analysis and reconciliations. Ensures that all property and tenant information is up to date and correct through lease interpretation and cross-referencing against other property information. Assists in the preparation of quarterly and annual recoverable charges reconciliation. Assists with the quarterly CAM (common area maintenance) reconciliations and assembles the necessary detail and back-up. Prepares management reports, including budget, insurance, and CAM information. Ensures reports/documents are forwarded to auditors and maintains applicable documentation. Informs executive management as to any discrepancies or any other problem areas that may arise from the audit.
3. Coordinates the execution of contract and grants terms and conditions. Processes and approves contract and grant related documents such as (but not limited to) subcontract invoices for payment to ensure the correct accounting and contractual elements are in place. Periodically reviews and spot-checks financial records to correct any typos, irregularities, or other errors in accounting entries.
4. Responsible for the general ledger, job cost, bank reconciliations and accounts payable. Additional responsibilities include performing month-end closing, maintenance of accounting files, and preparation/organization of various financial forms, reports, and financial analyses, etc. This individual may be asked to assist with ad-hoc projects and other support tasks when necessary. Monitor construction projects for budget tracking. Verify and prepared multiple month end AIA billings and bank draws. Process payments via wire transfers and of ACH.
5. Serves as liaison between ARTF Assistant Director and the building tenants whenever there are any questions, comments, or concerns regarding lease terms, payment amounts, or service inquiries.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to

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performance reviews of other employees.

*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 Business, Finance, Accounting, or relevant.
<b>Experience (yrs.)</b>	4	Experience in accounting or financial operations including analysis and preparations of budgets.

#### **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 financial practices and procedures and general business operations.

#### **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.

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.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 3/22/2019

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