
Auburn University Job Description

Job Title: **Mgr, OIP Business & Financial Administration**

Job Family: Financial & Business Operations

Job Code: **EH34**

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

FLSA status: Exempt

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 the Office of International Programs (OIP).

Essential Functions

1. Oversees and maintains current financial/accounting knowledge of internal processes, policies, and procedures. Creates, reviews, and approves financial transactions (purchase order requisitions, travel requests, procurement card transactions, collection reports, professional service contracts, purchase requisitions, vendor vouchers, etc.) for the Office of International Programs. Provides accounting and budget guidance for International Programs special events. Serves as the International Management liaison to the Business and Financial Office, Provost Office, and Tax Compliance Office.
2. Seeks out and implements cost reductions, and maximize assets to improve financial reserves. Provides financial reporting and analysis for the overall business operations on a monthly basis, and, as needed, providing guidance for short and long-term financial planning. Manages, in collaboration with Assistant Provost, annual budget development and ongoing analysis of revenue and expenditures. Assists leadership with strategic planning, organizational analysis, and business development within International Programs.
3. Oversees and performs professional level Human Resources (HR) programs and activities within International Programs by advising leadership, supervisors, and employees of a variety of HR areas such as: employee relations, classification, compensation, and recruitment. Ensures all activities are compliant with federal, state, and university policies. Serve as the International Management liaison to the Provost Office and Human Resources. Responsible for supervising, leading, and mentoring support staff in the International Programs Office. Manages all payments and applicable tax forms for incoming scholars for OIP.
4. Develops office processes and procedures, and implements administrative changes for all OIP units to develop professional image and reduce time and resources for internal and external clients. Oversees all remodel projects and space management for OIP, in collaboration with Facilities Management.
5. Performs immigration-related tasks to include reviewing, auditing, and processing immigration-related invoices for the Auburn University campus relating to employment visa (H-1B) and employee sponsorship of legal permanent residency; and providing memos to colleges and units, detailing additional compensation for legal allowances as agreed upon with the Provost's Office in relation to sponsorship of legal permanent residency. May serve as an immigration advisor and assist in areas of H1B visas serving students, scholars, faculty, and supporting offices.
6. Performs other duties as assigned.

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>
Education	Four-year college degree	Degree in Accounting, Finance or related field.
Experience (yrs.)	5	Experience in accounting, financial management, business operations, as well as working knowledge of HR with progressively increasing levels of responsibility and accountability. Must have one (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.

Knowledge and skill with H1B employment visas, as administered by The Student and Exchange Visitor Program (SEVP), is desired.

Certification or Licensure Requirements

None required.

Designated School Official or Alternate Responsible Officer designation is desired.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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.

No special vision requirements.

Date: 2/13/2023
