
Auburn University Job Description

Job Title: **Mgr, Outreach Business Operations**

Job Family: No Family

Job Code: **EH35**

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

FLSA status: Exempt

Job Summary

Reporting to the Associate Provost/VP Outreach, responsible for the business operations for University Outreach supporting multiple functions including human resources, finance and budgeting.

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. 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. Serves as the Financial Liaison and effectively communicates with departmental personnel regarding finance updates and information from Budget Services.
3. Reviews and approves all purchasing card and budget transfer transactions for VPUO in accordance with fiscal policies and procedures. Acts as a back-up approver for the financial transactions for all units within the office of VPUO.
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. Provides leadership and guidance to the administrative support staff within VPUO in areas of finance, budgeting, human resources, grants, and purchasing. Delegates and reviews work, as applicable, and ensures accurate and timely completion of tasks.
6. Assists with strategic planning, organizational analysis, and business development.
7. May perform other duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to 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>
Education	Four-year college degree	Degree in Business, Education, Human Resources, or related field.
Experience (yrs.)	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.

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: 3/28/2023
