

JOB INFORMATION

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| Job Code | KA12 |
| Job Description Title | SVP, Business & Administration & Chief Financial Officer |
| Pay Grade | FOUC |
| Range Minimum | \$0 |
| 33rd % | \$0 |
| Range Midpoint | \$0 |
| 67th % | \$0 |
| Range Maximum | \$0 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/5/2023 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------|
| Job Family: | Financial & Business Operations |
| Job Function: | Business Administration |

JOB SUMMARY

Manages financial administrative functions of all divisions including financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support.

RESPONSIBILITIES

- Directs and provides leadership to business office departments including staffing, budgets, goals, projects, policy, and procedure development.
- Provides financial management for Auburn University, including administrative systems, compliance to federal, state and other regulations, sound business practices and internal controls, bond issuance, and audits.
- Advocates, recommends, oversees implementation and training of new programs and concepts based on technology, compliance initiatives, reporting requirements, and new industry direction.
- Oversees coordination between and among campus departments and divisions as related to financial processes, resolving problems and issues as needed, and providing communication to campus.
- Oversees development of financial information for Executive Vice President and senior administration for external and internal constituents such as Trustees, state officials, bond rating agencies, newspapers, and participates in internal decision making.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Supervises others with full supervisory responsibility. |
|----------------------------|---|

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|--|--|
| Bachelor's Degree | Degree in Business, Management, Finance, Accounting, or related field. | And | 8 years of | Experience in financial and business management in various areas such as financial reporting, payroll and benefits, contracts and grants accounting, payables, purchasing, budget, bursar and special funds accounting, and information systems support. | |

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of governmental, financial, cost accounting standards, IRS and other federal regulations including OMB A-21, OMB A-133 and generally accepted accounting principles and standards.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-----------------------------------|--------------------------------|------------|------------------|
| Certified Public Accountant (CPA) | | Upon Hire | Desired |

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | X | | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

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