
Auburn University Job Description

Job Title: **Asst VP, Budgets & Bus Operations**

Job Family: No Family

Job Code: **KA45**

Grade FO18 \$164,300 - \$328,600

FLSA status: Exempt

Job Summary

Reporting to the VP of Business & Finance/CFO, the Asst VP of Budgets & Business Operations serves as the chief budgeting officer for the University and is responsible for the leadership and management oversight of the following business operations areas: Information Support Services, Auxiliary Enterprise Support, Campus Card Operations, and the University Bookstore. This position is responsible for leading the University Budget Office and for the formulation, development, and assessment of the University's budget and resource allocation policies, including bond borrowing affordability analysis, long-term tuition projections, and long-term pro-formas for budgeting planning. The University Budget Officer plays a crucial role, as s/he is one of only a few individuals at the University who have both the broad understanding of units and colleges across the University and the depth of insight into each. Accordingly, the University Budget Officer must be able to effectively communicate to various leaders across the University, including Trustees, the senior leadership team, Deans, and other unit leaders on all matters related to planning and budgeting and the implications of global and unit-level decisions. The oversight of the additional areas mentioned above will include guiding on priorities for projects and working with unit leaders to develop sustainable long-term financial models. This position directly manages the Manager of Budget Services, Director of ISS, Director of Auxiliary Enterprise Support, Director of Campus Card Operations, and the Director of Bookstore.

Essential Functions

1. Develops, implements, monitors, and assesses the University's annual operating budget to include developing long-range forecasts and various models and scenarios that inform budgeting planning and resource allocation decisions.
 2. Provides substantial support to the President and VP for Business and Finance/CFO regarding financial and budgetary issues, including preparing and presenting high-level briefings.
 3. Responsible for the administration, operation, and maintenance of all aspects of the University's campus card program, specifically the spending feature, building access, campus service access and meal program. Manages the associated banking relationship of the card.
 4. Oversees the Information System Support department within Business & Finance by ensuring customer service excellence and working with the unit to find innovative ways to solve problems through the use of technology while maintaining security standards.
 5. Oversees the operations of the University Bookstore to provide goods and services at a reasonable cost and providing a convenient and attractive environment for its customers. Ensures inventory, gross margins, sales, and long-term financial plans are effectively managed.
 6. Oversees the auxiliary enterprise support department ensuring customer service in meeting all the auxiliary units' needs for accounting, reporting, human resource, and budgeting.
 7. Anticipates and responds to budget challenges and opportunities.
 8. Leads discussions about maintaining affordability for Auburn students while continuing to evolve the institution's profile and augment available resources.
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Supervisory Responsibility

Supervises others with full supervisory responsibility.

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 or Finance.
Experience (yrs.)	10	10 years of increasingly responsible professional experience and management in higher education or similar institutions. Must have demonstrated experience preparing and presenting complex budgeting information to a wide range of audiences including Boards, in writing and through oral presentations. Experience envisioning and implementing transformational change, with the ability to think strategically and implement discipline in budgeting to ensure sound financial reporting, and to analyze new opportunities. This position requires poise, presence, and strong interpersonal skills to interact with a variety of constituents and stakeholders, and to establish productive working relationships with other senior administrative leaders, deans, faculty, staff and students. Must have the ability to build, nurture, and retain a strong team of professionals.

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 in budgeting, accounting practices and principles and analysis of budgetary financial data. Expert knowledge and demonstration of best practices in budgeting and financial planning.

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.

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.

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Job occasionally requires standing, walking, .

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

Date: 8/8/2018

