
Auburn University Job Description

Job Title:	Endwmnt Accounting Analyst	Level I	Grade FO07 \$40,000 - \$64,000
Job Code:	KD09	Level II	Grade FO09 \$48,700 - \$82,800
FLSA status:	Exempt	Level III	Grade FO10 \$54,800 - \$93,200

Job Summary

Prepares and distributes endowment financial reports and related external audit information for Auburn University.

Essential Functions

1. Prepares, edits, reviews and publishes financial statements following federal, state and higher education reporting guidelines.
2. Analyzes various institutional operating units to determine if they meet IRS unrelated business income tax requirements and prepare tax reports for federal IRS 990T tax return.
3. Prepares University wide endowment cash flow statement for published financial audit report.
4. Serves as liaison between colleges, schools and university departments in order to communicate and monitor mandated federal compliance requirements for service centers including preparation of the annual service center breakeven analysis and approval of the rate development calculation.
5. Analyzes monthly balances for plant fund accounts and prepares analysis and reports.
6. Coordinates various audit activities to ensure departmental compliance with Federal guidelines and reporting standards.
7. Prepares ad hoc reports, monthly reconciliations and analysis of financial data to include but not limited to revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance administrative decisions effecting university wide policies and procedures.
8. Reviews journal entries and cash transfers for university transactions relating to year-end audit adjustments and reclasses to make sure financial transactions are recorded properly and are in compliance with federal, state and higher education reporting guidelines.
9. Prepares footnotes and annual audit schedules for external auditors and assist them with answering questions about financial activity for the year.
10. Validates plans and coordinates special projects such as indirect cost studies, cost of college studies, cost accounting standards review.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Accounting or a Degree plus a CPA.

Focus of Experience

Experience in endowment accounting, financial reporting, and/or auditing

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

CPA is required if Degree is not in Accounting.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/26/2015
