
Auburn University Job Description

Job Title: **Asst Dir, Advancement Finance**

Job Family: No Family

Job Code: **OA56**

Grade FO12: \$66,900 - \$120,400

FLSA status: Exempt

Job Summary

Reporting to Director of Foundation Finance, the Assistant Director of Advancement Finance is responsible for daily oversight and management of the financial and budgetary operations of Auburn University Advancement and its institutionally related organizations.

Essential Functions

1. Leads the external audit engagement and tax compliance filings for the institutionally related organizations of Auburn University Advancement. Leads the preparation, review and drafting of the financial statements, reports and substantive work paper documentation that supports these critical engagements and filings.
2. Establishes and maintains approved budgets of Auburn University Advancement and its related organizations; manages interim budgetary reporting and monitors significant variances for high-level analysis of costs and funding sources for the Auburn Advancement and its related organizations.
3. Oversees the preparation of interim financial statements, budget-to-actual, and management reports for the senior leadership, university stakeholders, and the boards of its institutionally related organizations, ensuring accurate and timely reporting.
4. Manages the appropriate allocation of costs between institutionally related organizations of Auburn Advancement and the institution in accordance with the Advancement Services and Operating Agreement.
5. Manages sound controls over fiscal reporting and maintains complete and accurate financial records for Auburn University Advancement and its related organizations.
6. Trains, supervises, and develops the professional staff responsible for the fiscal operating activities of Auburn Advancement and its institutionally related organizations.
7. Analyzes processes within Auburn Advancement for efficiency and effectiveness and recommends improvements to leadership where applicable.
8. Interacts and supports financial managers and university stakeholders regarding gift funds, Advancement operating budgets, policies, and procedures.
9. Performs analysis, special projects, and other work as assigned by senior leadership.

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 Accounting, Finance, Business, or related field.
Experience (yrs.)	6	Experience in managing financial matters for an organization, which may include budgeting, financial statement and report preparation, research, forecasting, analysis and presentation of financial data. Experience must show progressively increasing levels of responsibility and accountability. Must have at least one (1) year of experience supervising or leading full-time 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

Demonstrated knowledge of accounting and financial principles and policies.
Demonstrated knowledge of financial statement preparation.

Certification or Licensure Requirements

Certified Public Accountant (CPA) 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.

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

Date: 2/21/2023
