



**JOB INFORMATION**

Job Code	OA56
Job Description Title	Asst Dir, Advancement Finance
Pay Grade	FO12
Range Minimum	\$70,830
33rd %	\$89,720
Range Midpoint	\$99,160
67th %	\$108,600
Range Maximum	\$127,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/21/2023

**JOB FAMILY AND FUNCTION**

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

**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.

**RESPONSIBILITIES**

- 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.
- 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.
- 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.
- 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.
- Manages sound controls over fiscal reporting and maintains complete and accurate financial records for Auburn University Advancement and its related organizations.
- Trains, supervises, and develops the professional staff responsible for the fiscal operating activities of Auburn Advancement and its institutionally related organizations.
- Analyzes processes within Auburn Advancement for efficiency and effectiveness and recommends improvements to leadership where applicable.
- Interacts and supports financial managers and university stakeholders regarding gift funds, Advancement operating budgets, policies, and procedures.
- Performs analysis, special projects, and other work as assigned by senior leadership.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 Accounting, Finance, Business, or related field.	and	6 years of	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.

**MINIMUM KNOWLEDGE, SKILLS, & ABILITIES**

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

**MINIMUM LICENSES & CERTIFICATIONS**

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

**REQUIRED PRE-EMPLOYMENT SCREENINGS**

Financial History Check
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**PHYSICAL DEMANDS & WORKING CONDITIONS**

Physical Demands Category:	Other
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**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			
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.