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## Auburn University Job Description

Job Title: **Dir, Advancement Finance**

Job Family: No Family

Job Code: **OA58**

Grade FO14: \$85,500 - \$162,500

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director of Advancement Finance, the Director of Advancement Finance is responsible for the leadership, management, and oversight the fiscal operations, tax compliance and internal controls over financial reporting for Auburn University Foundation. The Foundation is established under Sections 501 (c) (3) and 170(c) (2) of the Internal Revenue Code. Further, this position provides oversight and management of the combined budget and payment services of Auburn University Advancement.

### Essential Functions

1. Provides substantial support to the Executive Director of Advancement Finance and the Auburn University Foundation Board regarding financial and budgetary matters, including performing the duties of the Executive Director of Advancement Finance in their absence.
2. Leads, oversees, and develops the professional staff responsible for the fiscal operating activities of Auburn Advancement and its institutionally related organizations.
3. Oversees the disbursement function for Auburn Advancement, including approval of vouchers, policy adherence, proper expense classification, and necessary tax reporting.
4. Develops and maintains the financial accounting systems, policies, and procedures of the Foundation to account for the receipts and expenditures of all funds for the reporting of financial and operating results to senior leadership, boards, external agencies, and stakeholders. Maintains reports and charts, which includes determining proper account classifications.
5. Oversees the coordination and preparation of Auburn Advancement's annual operating budget, presented for approval to senior leadership and the related boards.
6. Oversees and reviews interim budget-to-actual and management reports for the senior leadership, university stakeholders, and the board of three institutional-related organizations.
7. Oversees and reviews the preparation of surveys and special reports of the philanthropic activities of Auburn Advancement and its institutional-related organizations.
8. Advises and collaborates with business managers and university stakeholders regarding gift funds, advancement operating budgets, policies, and procedures.
9. Responsibility and oversight for gifts to the institution and its affiliated entities.
10. Performs analysis, special projects, and other work as assigned by senior leadership.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*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>
<b>Education</b>	Four-year college degree	Degree in Accounting, Finance, Business, or related field.
<b>Experience (yrs.)</b>	8	Increasingly responsible professional experience and management in accounting, budgeting, and financial reporting is required. Must have at least two (2) years' experience directly supervising full-time staff.

#### **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 of FASB not-for-profit accounting principles, governmental budgeting practices, resource allocation and cost accounting practices, IRS regulations applicable to charitable organizations. Must understand relational data bases and be able to extract and analyze data therefrom. Ability to think strategically and implement discipline in accounting processes to ensure sound financial reporting, and to analyze new opportunities.

#### **Certification or Licensure Requirements**

Certified Public Accountant (CPA) required.

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### 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: 3/15/2023

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