

Deputy Director, McCrary Administration and Finance
Auburn University

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Posted Apr. 16, 2025, set to expire Oct. 31, 2025

Job Title	Deputy Director, McCrary Administration and Finance
Department	Charles D. McCrary Institute at AU
Institution	Auburn University Auburn, Alabama
Date Posted	Apr. 16, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management
Job Website	https://www.auemployment.com/postings/52648
Apply By Email	
Job Description	

Job Summary

The Charles D McCrary Institute is accepting applications for a **Deputy Director, McCrary Administration and Finance**. This position will perform a variety of responsibilities for the financial operations of the McCrary Institute. This includes financial reporting, analysis, budgeting and forecasting, compliance with university requirements and policies, and transaction approvals.

Essential Functions

Performs routine day-to-day accounting and financial duties to include (but not limited to) prepare,

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examine, code, and McCrary's Institute financial transactions; reviews and verifies documentation for completeness, accuracy, and compliance with policies and procedures; investigates and resolves inconsistencies and errors in financial documentation obtaining information from written policies and/or higher-level staff and escalating to the appropriate person/office as needed.

Initiates and/or responds to routine inquiries concerning purchasing, procurement, or payment compliance with university policy. Assists vendors with concerning payments, balances, discrepancies, or other account issues.

Assists in the administrative management of contracts by monitoring budget; coordinating change orders, time extensions, budget reallocations; and financial reporting from inception to close-out.

Supports the tracking, monitoring, and analyzing McCrary's Institute budget; Monitors accounts and provides recommendations for corrective actions to ensure budgets are not exceeded; Reviews, investigates and corrects errors in financial entries, documents, and reports; ensures departmental leadership is informed regarding any and all financial issues or anomalies that may arise.

Prepares, reviews, and/or analyzes McCrary's Institute quarterly management statements including budget- to-actual and year-over-year actual variances; unrestricted reserve reports; and other reporting under the Strategic Budgeting Initiative.

Oversees all federal and state contract captures, administration, and support in concert with our internal and external partners.

Assists in the development and maintenance of data and databases; Gathers information and prepares various reports and correspondence; collects and analyzes data to provide reports on a regular or ad hoc basis.

Supports the staff Human Resources (HR) functions in concert with our internal HR partners.

Performs a variety of administrative duties, such as, coordination of non-financial or non-accounting matters for the McCrary institute as they relate to collaborations with other Auburn University (AU) colleges and institutes, and interrelated management items within AU processes.

Why Work at Auburn?

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- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

Ready to lead and shape the future of higher education? Apply today! War Eagle!

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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