

Assistant Director, Fiscal Administration
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=261564>

Downloaded On: Oct. 23, 2025 5:17pm

Posted Aug. 22, 2025, set to expire Dec. 22, 2025

Job Title	Assistant Director, Fiscal Administration
Department	VP for Research
Institution	Auburn University Auburn, Alabama
Date Posted	Aug. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research Financial Planning/Budget Management
Job Website	https://www.auemployment.com/postings/55584
Apply By Email	
Job Description	

Job Summary

The Office of the Senior Vice President for Research and Economic Development is seeking a qualified candidate for the role of **Assistant Director of Fiscal Administration**. This position plays a key role in overseeing the financial operations of the office, with responsibilities that include:

- Preparing and analyzing financial reports
- Managing budgeting and forecasting activities
- Ensuring compliance with university policies and requirements
- Reviewing and approving financial transactions

The ideal candidate will possess strong analytical skills and a comprehensive understanding of higher

Assistant Director, Fiscal Administration
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=261564>

Downloaded On: Oct. 23, 2025 5:17pm

Posted Aug. 22, 2025, set to expire Dec. 22, 2025

education financial practices.

Essential Functions

- Conducts a range of accounting and financial responsibilities, including preparing, examining, analyzing, and interpreting accounting records, financial statements, and reports. Identifies discrepancies and implements corrective actions to ensure compliance with university policies as well as federal and state laws and regulations.
- Leads the development and ongoing monitoring of budgets, ensuring adherence to all applicable regulatory and institutional guidelines.
- Oversees business operations, performing cost-benefit analyses to evaluate program effectiveness and formulate financial solutions to support organizational goals.
- Generates and delivers detailed financial reports, including analysis and statistical data, to guide strategic decision-making.
- Designs, implements, and maintains accounting systems and recordkeeping practices, leveraging current technologies for efficiency and accuracy.
- Serves as a liaison to university departments such as Business Offices and Alumni Affairs, and represents the Director in budget and financial-related meetings when needed.

Why Work at Auburn?

- **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

Assistant Director, Fiscal Administration
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=261564>

Downloaded On: Oct. 23, 2025 5:17pm

Posted Aug. 22, 2025, set to expire Dec. 22, 2025

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

Contact

,