

## Job Family Matrix

<b>Job Function:</b> Finance		<b>Job Family:</b> Accounting – Professional	
<b>Job Family Summary:</b> Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.			
<b>Job Title:</b> Accountant II		<b>Job Title:</b> Accountant III	
<b>Job Code:</b> F0056P		<b>Job Code:</b> F0057P	
<b>Grade Level:</b> 56 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017		<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Independently perform a variety of accounting activities including: posting journal entries, reconciling accounts and preparing reports.		Independently perform complex accounting activities including: reconciliations, analysis, and financial reporting.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Prepare and post journal entries</li> <li>• Perform monthly, quarterly, and year end closings</li> <li>• Prepare account reconciliations ensuring appropriate documentation, identifying variances, reconciling balances, and updating descriptions</li> <li>• Prepare financial reports</li> <li>• Act as an accounting resource for a school/unit's financial community</li> <li>• May assist in tax or financial statement preparation</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations</li> </ul>		<ul style="list-style-type: none"> <li>• Perform complex accounting transactions</li> <li>• Reconcile complex accounts, identify variances, and verify the accuracy of journal entries to the general ledger</li> <li>• Provide technical advice and problem resolution for a school/unit financial community on varied accounting issues</li> <li>• Provide financial reports to management</li> <li>• May prepare tax documentation and/or financial statements</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations</li> </ul>	
		<ul style="list-style-type: none"> <li>• Review and approve staff-developed journal entries</li> <li>• May function as subject matter expert or project lead on accounting</li> <li>• Responsible for complex analysis</li> <li>• Develop accurate and timely financial reporting</li> <li>• Implement solutions for complex accounting and financial reporting issues</li> <li>• May prepare tax documentation and financial statements</li> <li>• Enhance the control environment by monitoring accounting processes and systems; may recommend process changes and improvements</li> <li>• Provide staff mentoring and training</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations</li> </ul>	

# Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 3 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 7 years' relevant work experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office Suite, intermediate excel skills</li> <li>Working knowledge of basic accounting principles</li> <li>Demonstrated experience with financial systems and data query tools</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>Advanced knowledge of accounting principles and tax regulations</li> <li>Demonstrated experience with financial systems and data query tools</li> </ul>	<ul style="list-style-type: none"> <li>MBA or Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>Advanced knowledge of accounting principles and tax regulations</li> <li>Demonstrated experience with financial systems and data query tools</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> <li>CPA Preferred</li> </ul>	<ul style="list-style-type: none"> <li>CPA Preferred</li> </ul>
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>

## Job Family Matrix

<b>Job Function:</b> Finance	<b>Job Family:</b> Accounting – Professional
<b>Job Family Summary:</b> Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.	
<b>Job Title:</b> Accountant V	
<b>Job Code:</b> F0059P	
<b>Grade Level:</b> 59	<b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>	
Provide specialized expertise in analysis, reporting, and compliance to develop accounting systems and resolve financial problems.	
<b>Core Duties</b>	
<ul style="list-style-type: none"><li>• Lead accounting activities for a department/unit</li><li>• Function as a subject matter expert or project lead on accounting</li><li>• Lead highly complex accounting analysis; develop and implement solutions for complex issues</li><li>• Ensure accurate and timely financial reporting</li><li>• Approve staff-developed journal entries</li><li>• May prepare tax documentation and financial statements</li><li>• Enhance the control environment by establishing and auditing effective accounting processes and systems</li><li>• Provide specialized accounting advice on advanced issues</li><li>• Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements</li><li>• Provide staff mentoring and training</li><li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations</li></ul>	

# Job Family Matrix

**Basic Qualifications**

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 8 years' relevant work experience

**Additional Qualifications and Skills**

- MBA or Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of accounting principles and tax regulations
- Demonstrated experience with Financial systems and data query tools

**Certificates and Licenses**

- CPA Preferred

**Physical Requirements**

**Working Conditions**

- Work is performed in an office setting

## Job Family Matrix

<b>Job Function:</b> Finance		<b>Job Family:</b> Accounting - Management	
<b>Job Family Summary:</b> Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.			
<b>Job Title:</b> Accounting Mgt III		<b>Job Title:</b> Accounting Mgt IV	
<b>Job Code:</b> F0057M		<b>Job Code:</b> F0058M	
<b>Grade Level:</b> 57 <b>Exemption:</b> Exempt		<b>Grade Level:</b> 58 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017		<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>		<b>Job Summary</b>	
Manage accounting activities such as reconciliations, analysis, and financial reporting.		Manage accounting activities, and provides specialized analysis and financial reporting.	
<b>Core Duties</b>		<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Evaluate accounting processes and procedures, recommend improvements</li> <li>Oversee accounting transactions, account reconciliations, journal entry verifications and reporting</li> <li>May prepare tax documentation and financial statements</li> <li>Develop and distribute communications to internal and external constituencies</li> <li>Provide technical expertise, problem-resolution and training</li> <li>Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</li> </ul>		<ul style="list-style-type: none"> <li>Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Establish and monitor effective accounting processes and systems to maintain accounting controls</li> <li>Ensure department's accurate and timely financial reporting</li> <li>Identify operational challenges; research and implement solutions</li> <li>May prepare tax documentation and financial statements</li> <li>Ensure the school/unit financial statements are prepared in accordance with accounting principles</li> <li>Collaborate on the development of new accounting procedures within school/unit that support University wide policies and initiatives</li> <li>Prepare department for annual and interim audits from internal and external firms/agencies</li> <li>Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</li> </ul>	
		<ul style="list-style-type: none"> <li>Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>Develop and monitor effective accounting processes and systems to maintain accounting controls and support school/unit financial planning</li> <li>Serve as a key resource for accounting policies and procedures, may provide training to clients and staff</li> <li>Proactively analyze and interpret financial and accounting information; identify and communicate trends, patterns and events to leadership</li> <li>Collaborate with University-wide finance leadership to continuously improve processes, policies and procedures</li> <li>Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</li> </ul>	

# Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 5 years' relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 7 years' relevant work experience</li> <li>Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in Accounting or equivalent work experience required</li> <li>Minimum of 8 years' relevant work experience</li> <li>Supervisory experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>Supervisory experience</li> <li>MBA or Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>Advanced knowledge of accounting principles and tax regulations</li> <li>Demonstrated experience with Financial systems and data query tools</li> </ul>	<ul style="list-style-type: none"> <li>MBA or Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>Advanced knowledge of accounting principles and tax regulations</li> <li>Demonstrated experience with Financial systems and data query tools</li> </ul>	<ul style="list-style-type: none"> <li>MBA or Master's degree in relevant field preferred</li> <li>Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>Advanced knowledge of accounting principles and tax regulations</li> <li>Demonstrated experience with Financial systems and data query tools</li> </ul>
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> <li>CPA Preferred</li> </ul>	<ul style="list-style-type: none"> <li>CPA Preferred</li> </ul>	<ul style="list-style-type: none"> <li>CPA Preferred</li> </ul>
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>Work is performed in an office setting</li> </ul>

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<b>Job Title:</b> Accounting Mgt VI	
<b>Job Code:</b> F0060M	
<b>Grade Level:</b> 60 <b>Exemption:</b> Exempt	
<b>Effective/Revision Date:</b> January 2017	
<b>Job Summary</b>	
Direct timely, accurate accounting activities and provide strategic direction. Collaborate with University wide stakeholders to ensure integrity and compliance.	
<b>Core Duties</b>	
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures</li> <li>• Direct highly complex accounting activities and reconciliations; oversee financial reporting</li> <li>• Identify opportunities and champion major initiatives for continuous improvement in accounting and financial reporting processes, increasing accuracy, and quality</li> <li>• Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</li> </ul>	

# Job Family Matrix

**Basic Qualifications**

- Master's degree in relevant field or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

**Additional Qualifications and Skills**

- MBA preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of basic accounting principles
- Demonstrated experience with Financial systems and data query tools

**Certificates and Licenses**

- CPA Preferred

**Physical Requirements**

**Working Conditions**

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<b>Job Function:</b> Finance	<b>Job Family:</b> Accounting - Management
<b>Job Family Summary:</b> Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.	
<b>Job Title:</b> Controller Mgt V	<b>Job Title:</b> Controller Mgt VI
<b>Job Code:</b> F0159M	<b>Job Code:</b> F0160M
<b>Grade Level:</b> 59 <b>Exemption:</b> Exempt	<b>Grade Level:</b> 60 <b>Exemption:</b> Exempt
<b>Effective/Revision Date:</b> January 2017	<b>Effective/Revision Date:</b> January 2017
<b>Job Summary</b>	<b>Job Summary</b>
Oversee general accounting and budgetary transactions and operations. Establish policies, procedures and internal controls to ensure compliance.	Responsible for the strategic direction of accounting, budgeting and control activities within a school or unit. Enhance the control environment by establishing and monitoring effective processes and systems.
<b>Core Duties</b>	<b>Core Duties</b>
<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Guide financial decisions by monitoring and enforcing policies and procedures</li> <li>• Prepare and provide leadership, auditors and regulators with monthly, quarterly and annual reporting as required</li> <li>• Oversee financial budgeting process and prepare and maintain budget to actual reporting throughout the year</li> <li>• Prepare budgets by establishing schedules, collecting, analyzing and consolidating financial data</li> <li>• Serve as a key resource for systems, policies, and procedures; may provide training to clients and staff</li> <li>• Ensure data integrity and mitigate risk</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment</li> <li>• Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures</li> <li>• Develop accounting and budgetary control processes</li> <li>• Responsible for control activities including accounting, budgeting and reporting</li> <li>• Advise leadership on all aspects of financial matters including regulatory and compliance issues</li> <li>• Envision and plan systems to address organizational challenges</li> <li>• Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures</li> <li>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations</li> </ul>

# Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or equivalent work experience required</li> <li>• Minimum of 8 years' relevant work experience</li> <li>• Supervisory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting or equivalent work experience required</li> <li>• Minimum of 10 years' relevant work experience</li> <li>• Supervisory experience</li> </ul>
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> <li>• MBA or Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Advanced knowledge of accounting principles and tax regulations</li> <li>• Demonstrated experience with Financial systems and data query tools</li> </ul>	<ul style="list-style-type: none"> <li>• MBA or Master's degree in relevant field preferred</li> <li>• Knowledge of Microsoft Office Suite, advanced excel skills</li> <li>• Advanced knowledge of accounting principles and tax regulations</li> <li>• Demonstrated experience with Financial systems and data query tools</li> </ul>
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> <li>• CPA Preferred</li> </ul>	<ul style="list-style-type: none"> <li>• CPA Preferred</li> </ul>
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>	<ul style="list-style-type: none"> <li>• Work is performed in an office setting</li> </ul>