

Finance Job Function

Accounting Mgt III

Grade: 57

Job Code: F0057M

Job Family: Accounting

Job Family Matrix: [Accounting \(Finance\) Matrix](#)

Summary

Manage accounting activities such as reconciliations, analysis, and financial reporting.

Core Duties

- 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
- Evaluate accounting processes and procedures, recommend improvements
- Oversee accounting transactions, account reconciliations, journal entry verifications and reporting
- May prepare tax documentation and financial statements
- Develop and distribute communications to internal and external constituencies
- Provide technical expertise, problem-resolution and training
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation

Basic Qualifications

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

- Supervisory experience
- 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