

Finance Job Function

Accounting Mgt IV

Grade: 58

Job Code: F0058M

Job Family: Accounting

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

Summary

Manage accounting activities, and provides specialized 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
- Establish and monitor effective accounting processes and systems to maintain accounting controls
- Ensure department's accurate and timely financial reporting
- Identify operational challenges; research and implement solutions
- May prepare tax documentation and financial statements
- Ensure the school/unit financial statements are prepared in accordance with accounting principles
- Collaborate on the development of new accounting procedures within school/unit that support University wide policies and initiatives
- Prepare department for annual and interim audits from internal and external firms/agencies
- 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 7 years' relevant work experience
- Supervisory 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