

## Finance Job Function

### Accounting Mgt V

Grade: 59

Job Code: F0059M

Job Family: Accounting

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

### Summary

Manage accounting activities and systems related to: recording, documenting, reporting, and analyzing transactions.

### 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
- Develop and monitor effective accounting processes and systems to maintain accounting controls and support school/unit financial planning
- Serve as a key resource for accounting policies and procedures, may provide training to clients and staff
- Proactively analyze and interpret financial and accounting information; identify and communicate trends, patterns and events to leadership
- Collaborate with University-wide finance leadership to continuously improve processes, policies and procedures
- 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 8 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