

Finance Job Function

Accounting Mgt VI

Grade: 60

Job Code: F0060M

Job Family: Accounting

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

Summary

Direct timely, accurate accounting activities and provide strategic direction. Collaborate with University wide stakeholders to ensure integrity and compliance.

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 implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures
- Direct highly complex accounting activities and reconciliations; oversee financial reporting
- Identify opportunities and champion major initiatives for continuous improvement in accounting and financial reporting processes, increasing accuracy, and quality
- Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures
- Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation

Basic Qualificaitons

- 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

- Work is performed in an office setting