

Finance Job Function

Financial Administration and Ops Mgt III

Grade: 57

Job Code: F0857M

Job Family: Financial Administration and Operations

Job Family Matrix: [Financial Administration and Operations \(Finance\) Matrix](#)

Summary

Manage finance, accounting, and budget or other functional operations such as accounts payable or receivable, payroll, procurement, capital projects, endowment funding, or sponsored/non-sponsored research.

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
- Manage business operations and administration that may include financial reporting, compliance, development of systems, and review and approval of transactions
- Provide technical expertise, problem-resolution, and training
- Prepare, administer, analyze, model, and forecast budgets to inform financial planning and decision making
- May oversee interim and year-end fiscal and processes
- Serve as the liaison within and between the School/ Unit and the University to provide comprehensive financial analysis and budget management
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

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

Additional Qualifications and Skills

- MBA or Master's degree in relevant field
- Knowledge of Microsoft Office Suite, advanced excel skills
- Knowledge of advanced financial operations principles
- Supervisory Experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting