

Finance Job Function

Financial Administration and Ops Mgt IV

Grade: 58

Job Code: F0858M

Job Family: Financial Administration and Operations

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

Summary

Lead financial operations and planning for the department/unit that may include payroll, accounting, accounts payable/receivable, procurement, capital projects, endowment funding, research administration, or other function.

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
- Provide guidance, management, and oversight of one or more financial functions, which may include planning, analysis, budgeting, and implementation of processes and policies
- May manage regular processing of all financial transactions
- May develop and manage budget(s)
- Oversee interim year-end financial closing processes
- Analyze metrics and identifies opportunities to streamline processes; develop and implement action plans for improved procedures
- Ensure department's accurate and timely financial reporting
- Identify operational challenges; research and implement solutions
- Design, develop and manage financial training
- Represent department to internal and external constituencies
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- A minimum of 7 years relevant work experience
- Supervisory 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

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting