

## Finance Job Function

### Financial Administration and Ops Mgt V

Grade: 59

Job Code: F0859M

Job Family: Financial Administration and Operations

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

#### Summary

Responsible for the overall direction and oversight of financial operations, which 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
- Manage multiple financial operations, which may include systems development, data analysis, budgeting and reporting while identifying opportunities for operational integration and improvement
- Lead department goal setting, planning, and process development
- Identify potential operational challenges and propose solutions
- Develop and implement operational policies, procedures and training for financial staff
- Manage ongoing relationships with external vendors and consultants
- Collaborate with university-wide leadership to continuously approve processes, policies and procedures
- 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 8 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 administration principles

#### Certificates and Licenses

#### Physical Requirements

#### Working Conditions

- Work is performed in an office setting