Finance Job Function

Financial Administrator II
Grade: 56
Job Code: F0856P
Job Family: Financial Administration and Operations
Job Family Matrix: [Financial Administration and Operations (Finance) Matrix](#)

Summary
Independently perform day-to-day financial administration including preparing, verifying, and monitoring budgets, financial analysis, forecasting, and application of financial policies.

Core Duties
- Perform financial operations that may include payroll, accounting, accounts payable/receivable, procurement, research administration etc.
- May develop, forecast, and administer budget
- Verify budget, identify, analyze and resolve discrepancies
- Perform financial analysis and modeling to forecast income and expenses
- Prepare varied financial reports, including budget-to-actual reporting
- Apply financial policies, compliance and accounting procedures
- May provide training to clients and staff
- 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 3 years' relevant work experience

Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting