Finance Job Function

Financial Administrator III
Grade: 57
Job Code: F0857P
Job Family: Financial Administration and Operations
Job Family Matrix: [Financial Administration and Operations (Finance) Matrix](#)

Summary
Independently perform complex financial administration including budget development, financial analysis, and consultation. Provide recommendations for the use of financial resources.

Core Duties
- Perform financial operations that may include payroll, accounting, accounts payable/receivable, procurement, research administration etc.
- Develop, forecast, and administer complex budgets
- Verify budgets, identify, analyze and resolve discrepancies.
- Perform financial analysis and modeling to forecast revenue, expenses, and income
- Develop and design financial reports for management
- Provide technical advice and problem resolution for a school/unit financial community on financial administration
- May provide training to clients and staff
- Provide management with recommendations in the development of financial policies
- 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
- 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