

Finance Job Function

Financial Administrator IV

Grade: 58

Job Code: F0858P

Job Family: Financial Administration and Operations

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

Summary

Responsible for comprehensive financial administration, budgeting and operations. Provide management with analysis and reporting. Advise on financial planning.

Core Duties

- Perform financial operations that may include payroll, accounting, accounts payable/receivable, procurement, research administration etc.
- May function as a subject matter expert and/or project lead on financial operations
- Develop, forecast and administer complex annual budget(s), including forecasting and multi-year planning
- Verify budgets, identify, analyze and resolve complex issues and discrepancies
- Provide research and solutions to financial operations challenges
- Communicate key financial issues to management and recommend related solutions
- Perform highly complex financial analysis and modeling
- Develop specialized financial reports for use in strategic planning
- Provide staff mentoring and training
- 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 7 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 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