

Finance Job Function

Financial Administrator V

Grade: 59

Job Code: F0859P

Job Family: Financial Administration and Operations

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

Summary

Lead comprehensive financial administration, budgeting and operations for one or more functions. Act as key financial resource. Advise on financial policy decisions, goals and implementation.

Core Duties

- Lead financial operations that may include payroll, accounting, accounts payable/receivable, procurement, research administration etc.
- Function as a subject matter expert or project lead on financial operations
- Lead the development of complex annual budget(s), including specialized financial analysis and modeling
- Verify budgets, identify, analyze and resolve complex discrepancies
- Develop new and advanced financial analysis techniques and methods
- Provide specialized research and advanced solutions to financial operations challenges
- Act as resource and information source regarding financial policy development
- Advise on developing financial plans and recommend implementation processes and methods
- Provide advanced financial training and reporting to university audiences
- 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 8 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