Finance Job Function

Financial Administrator VI
Grade: 60
Job Code: F0860P
Job Family: Financial Administration and Operations
Job Family Matrix: Financial Administration and Operations (Finance) Matrix

Summary
Direct financial administration policy development, budgeting, and operations for one or more functions. Create financial system structures, determine policies and procedures and ensure implementation.

Core Duties
- Direct financial operations that may include payroll, accounting, accounts payable/receivable, procurement, research administration etc.
- Function as a subject matter expert and/or project lead on financial operations
- Lead the development of financial operations administration policies and procedures and ensure implementation
- Develop strategic financial plans and systems and ensure implementation
- Conduct resource planning initiatives and ensure all financial operations are functioning properly
- Develop highly complex annual budget(s), including specialized financial analysis and modeling
- Verify budgets, identify, analyze and resolve complex issues
- Provide specialized research and advanced solutions to financial operations challenges
- Develop new and advanced financial analysis techniques and methods
- Provide specialized and advanced technical 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 10 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