Financial Associate II (0221)

Basic Purpose/Job Function: Having significant or total responsibility for providing management, administration and/or analysis and evaluation of financial activities within a college or complex university department.

Examples of Titles Replaced: Financial Systems Analyst; Manager, Accounting Operations; Assistant Director, FSS General Accounting; Law Center Financial Services Director; Manager, Business & Accounting Systems

Typical Functions May Include:

1. Supervising a major complex segment of the University's financial operation
2. Designing and overseeing the preparation of reports requiring the consolidation of a large volume of highly complex accounting and/or financial data into formats suitable for presentation
3. Conducting analyses of budgetary requests and existing accounting systems, formulating recommendations and implementing improvements
4. Developing, implementing and maintaining financial and budget systems to ensure proper allocation of expenditures and compliance with applicable regulations
5. Developing and monitoring the annual budget for the college/department
6. Developing and maintaining internal controls and accounting procedures
7. Advising regarding audit responses and monitoring departmental activities in financial and operational areas for compliance with audit recommendations
8. Assisting in long-range financial planning
9. Preparing and analyzing financial statements, costing forecasts and interpreting generally accepted accounting principles
10. Communicating with external organizational representatives to resolve complex financial problems
11. Supervising and training staff
12. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.
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Supervision of Others: Supervises a small staff. Provides administrative supervision for persons maintaining financial and other management information records.

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

Education: Bachelor's Degree  
Type: Accounting, Business Administration or related field

- Experience: 18 - 36 months  
Type: Progressively responsible experience in financial or accounting position to include analysis, auditing and budgeting

- Skills: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills;

- Special Requirements: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; requires contact with other departments and university officials; background check required as a condition of employment

- Licenses: Determined by the nature of the position and/or department

- Certifications: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.