Business/Fiscal Pay Program – Minimum Qualifications

**Accountant 1**
Bachelor’s degree; -OR- Associate’s degree with two (2) years experience; -OR- four (4) years experience. Degree must be in Accounting or related field with related accounting experience.

**Career Path**
An Accountant 1 will be eligible for promotion to Accountant 2 after eighteen (18) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

**Accountant 2**
Bachelor’s degree with one (1) years experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Accounting or related field with related accounting experience.

**Career Path**
An Accountant 2 will be eligible for promotion to Sr. Accountant within eighteen (18) to twenty-four (24) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

**Accountant, Senior**
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Accounting or related field with experience in accounting. Some positions may require one (1) year supervision.

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**Grant Administrator 1**
Bachelor’s degree with one (1) years experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in a related field with experience in accounting and/or grant and contract administration or related area.

**Career Path**
A Grant Administrator 1 will be eligible for promotion to Grant Administrator 2 within eighteen (18) to twenty-four (24) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.
Grant Administrator 2
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field with experience in accounting and/or grant and contract administration or related area.

**Career Path**
A Grant Administrator 2 will be eligible for promotion to Sr. Grant Administrator within eighteen (18) to twenty-four (24) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

Grant Administrator, Senior
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field with experience in accounting and/or grant and contract administration or related area. Some positions may require one (1) year supervision.

Financial Analyst 1
Bachelor’s degree; -OR- Associate’s degree with two (2) years experience; -OR- four (4) years experience. Degree must be in Accounting, Finance or related field. Related financial analysis experience is required.

**Career Path**
A Financial Analyst 1 will be eligible for promotion to Financial Analyst 2 after eighteen (18) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

Financial Analyst 2
Bachelor’s degree with one (1) years experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Accounting, Finance or related field. Related financial analysis experience is required.

**Career Path**
A Financial Analyst 2 will be eligible for promotion to Sr. Financial Analyst within eighteen (18) to twenty-four (24) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.
Business/Fiscal Pay Program – Minimum Qualifications

Financial Analyst, Senior
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Accounting, Finance or related field with financial analysis experience. Some positions may require one (1) year supervision.

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Financial Administrator 1
Bachelor’s degree; -OR- Associate’s degree with two (2) years experience; -OR- four (4) years experience. Degree must be in a business related field. Related business experience is required.

Career Path
A Financial Administrator 1 will be eligible for promotion to Financial Administrator 2 after eighteen (18) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

Financial Administrator 2
Bachelor’s degree with one (1) years experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in a business related field. Related business experience is required.

Career Path
A Financial Administrator II will be eligible for promotion to Sr. Financial Administrator within eighteen (18) to twenty-four (24) months provided the employee has good performance evaluations, demonstrates an ability to perform at that level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

Financial Administrator, Senior
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a business related field. Related business experience is required. Some positions may require one (1) year supervision.

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Business Manager
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include one (1) year supervision.
Business/Fiscal Pay Program – Minimum Qualifications

**Business Administrator**
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision.

**Business Administrator, Senior**
Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision.

**Assistant Director – Business Affairs**
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include one (1) year supervision.

**Associate Director – Business Affairs**
Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -OR- nine (9) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision.

**Director – Business Affairs**
Master’s degree with seven (7) years experience; -OR- Bachelor’s degree with nine (9) years experience; -OR- Associate’s degree with eleven (11) years experience; -OR- thirteen (13) years experience. Degree must be in Business Administration or related field. Financial and administrative experience is required and must include three (3) years supervision.

**Assistant Controller**
Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Accounting or Finance or related field. Accounting experience is required and must include one (1) year supervision.
Associate Controller
Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Accounting or Finance or related field. Accounting experience is required and must include three (3) years supervision.

Controller
Minimum qualifications set by vice presidential area.

Assistant Treasurer
Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Accounting or Finance or related field. Accounting, cash management, investment management or related experience is required and must include one (1) year supervision.

Associate Treasurer
Bachelor’s degree with seven (7) years experience; -OR- Associate’s degree with nine (9) years experience; -OR- eleven (11) years experience. Degree must be in Accounting or Finance or related field. Accounting, cash management, investment management or related experience is required and must include three (3) years supervision.

Treasurer
Master’s degree with seven (7) years experience; -OR- Associate’s degree with eleven (11) years experience; -OR- thirteen (13) years experience. Degree must be in Business Administration or related field. Accounting, cash management, investment management or related experience required and must include three (3) years supervision.

Staff Auditor
Bachelor’s degree; -OR- Associate’s degree with two (2) years experience; -OR- four (4) years experience. Degree must be in accounting, finance or related field.

Career Path
A Staff Auditor will be eligible for promotion to Senior Auditor within eighteen (18) to thirty-six (36) months provided the employee has good performance evaluations, demonstrates an ability
to perform at the Senior Auditor level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

**Senior Auditor**
Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in accounting, finance or related field. Certification as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA).

**Career Path**
A Senior Auditor will be eligible for promotion to Audit Manager after thirty-six (36) months provided the employee has good performance evaluations, demonstrates an ability to perform at the Audit Manager level, and meets the minimum qualifications of the position. The promotion must be recommended and based on departmental need.

**Audit Manager**
Bachelor’s degree with six (6) years experience; -OR- Associate’s degree with eight (8) years experience; -OR- ten (10) years experience. Degree must be in accounting, finance or related field. Some positions may require one (1) year supervision. Certification must be maintained.