Title: Financial Administrator Sr

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees engaged in the day-to-day administration of finance related activities for multiple fiscal assignments, and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Oversee the planning and supervision of the fiscal administrative activities of a unit;

Coordinate and monitor fiscal administrative duties;

Assist in the development of unit policies and procedures;

Monitor the financial status of unit programs and other budget allocations;

Implement policies to ensure compliance with state and federal regulations;

Prepare reports;

May coordinate personnel functions for an operating unit at less than 25% of duties;

Serves as an expert resource to others; may serve on committees and projects;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree with four (4) years’ experience; - OR- Associate's degree and six (6) years’ experience; - OR- eight (8) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess an ability to function as either the financial expert in a single highly complex and integrated financial area or as the financial expert in multiple complex financial areas and understand problems from a broad, interactive perspective and must possess substantial knowledge of other specialties and ability to integrate this knowledge.

Skill level: Engage in functions where the majority of job assignments involve complex and exceptionally difficult problems; requires advanced and comprehensive fiscal knowledge in one of more accounting or finance area(s); requires anticipation of customer and system needs, along with formulation and implementation of plans to meet these needs; requires development of solutions that combine information and ideas in new and unprecedented ways;
entails work assignments that generally include team coordination, project planning, strategic planning, work lead, or training functions; work at a high level of independence.