

Business / Fiscal Pay Program

Description of Duties

Accountant Band

- Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience.
- Provide recommendations and expert advice to management or other groups on process-related topics.
- Conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.
- Primary duties may include:
 - Maintain routine account journals and prepare basic financial statements.
 - Monitor and interpret financial data in the development of cost analysis and reports.
 - Analyze, establish, and maintain accounting systems.
 - Perform internal auditing of financial records and act as lead.
 - Prepare financial/statistical analysis reports.
 - Recommend accounting and control systems.

Financial Analyst Band

- Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience.
- Provide recommendations and expert advice to management or other groups on process-related topics.
- Conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.
- Primary duties may include:
 - Monitor and interpret financial data in the development of cost analysis and reports.
 - Prepare financial/statistical analysis reports.
 - Perform budget analysis and assist in the development of budgetary forecasts.
 - Prepare and assist in budget-related statistical analysis, estimates and financial reports.
 - Conduct financial feasibility studies on new programs by using financial modeling systems and statistical programs.

Financial Administrator Band

- Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience.
- Provide recommendations and expert advice to management or other groups on process-related topics.
- Conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.
- Primary duties may include:
 - Oversee the planning and supervision of the fiscal administrative activities of a unit.
 - May coordinate personnel functions for an operating unit.
 - Coordinate and monitor fiscal administrative activities.
 - 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.

Grant Administrator Band

- Professional employees engaged in the day-to-day administration of specialized activities requiring training and on-the-job professional experience.
- Provide recommendations and expert advice to management or other groups on process-related topics.
- Conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.
- Primary duties may include:
 - Assist faculty and staff with researching, locating, developing, writing, and administering federal, state, and private grants, contracts, and external funding sources.
 - Oversee and ensure compliance of grants.
 - Implement policies to ensure compliance with funding agency regulations.
 - Advise faculty/staff in the design of sponsored programs.
 - Oversee proposal preparation and submission process.

Business Administrator Band

- Professional employees that typically have direct supervisory responsibilities of a unit or multiple units, in addition to major management responsibilities for a wide range of projects/tasks associated with primary business operations, academic, or student services.
- Primary duties may include:

- Manage the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component.
- Direct personnel functions for an operating unit and oversee annual salary increase processes.
- Coordinate budget preparation and monitor grants and contracts.
- Determine purchasing priorities and make recommendations for major capital expenditures.

Controller Band

- Professional employees that have direct responsibility for overall administration of management policies for the university. The breadth and scope of responsibilities are varied and require an ability to draw upon resources from a number of different units. *Jobs in this band require* substantial decision making related to complex management policies and general business operations typically having long-term effects and impacting a broad constituency.
- Establish long-range objectives and specify the strategies and actions to achieve these objectives.
- Primary duties may include:
 - Develop accounting, budgeting, and reporting policies to ensure compliance with state and federal regulations in conjunction with generally accepted accounting principles.
 - Design, plan, and implement efficiencies to the financial operating systems of the university.
 - Provide internal information, analysis, forecasts, and reports to assist management and administration in the performance of their duties.

Treasurer Band

- Professional employees that have direct responsibility for overall administration of management policies for the university. The breadth and scope of responsibilities are varied and require an ability to draw upon resources from a number of different units. *Jobs in this band require* substantial decision making related to complex management policies and general business operations typically having long-term effects and impacting a broad constituency.
- Establish long-range objectives and specify the strategies and actions to achieve these objectives.
- Primary duties may include:
 - Administer investment programs and assist with planning and policy regarding treasury activities.
 - Administer university endowment pool investments and all aspects of external borrowing.
 - Provide consultation to university departments and community organizations on financial, accounting, and investment issues.

- Manage coordination of investment strategies of the university and the University of Cincinnati Foundation.
- Serve as primary liaison with banking and investment institutions.

Business Affairs Band

- Professional employees that have responsibility for the administration and direction of all aspects of a large multi-functional department; assessment, evaluation, and implementation of major programs and projects; development and communication of policies and procedures; management, planning, and organization of multi-functional staff efforts. Responsible for the development and control of substantial departmental budgets and resources.
- Establish long-range objectives and specify the strategies and actions to achieve these objectives.
- Primary duties may include:
 - Direct or assist in the direction of the financial, administrative, and operational activities of a large and diversified unit with a considerable income generation component.
 - Forecast financial and facilities requirements.
 - Approve major capital expenditures.
 - Develop and recommend financial and administrative policies and procedures.