

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.

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.

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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.

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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.

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.

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) year 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.

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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) year 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.