

## DRAFT – December 21, 2017

### FINANCIAL SERVICES JOB FAMILY – FINANCIAL SERVICES PROFESSIONAL

**JOB FAMILY CONCEPT:** The Financial Services job family is responsible for all aspects of accounting, budgeting, and financial activities related to maintaining and managing the university's diverse fiscal resources to ensure compliance with applicable laws, regulations, and policies. Financial Services roles serve to provide fiscally responsible services to the university community including but not limited to accounting, budgeting, reconciliation, sponsored project and grant management, financial services, medical billing, reporting, asset management, payroll and general financial assistance.

#### **FINANCIAL SERVICES PROFESSIONAL**

The Financial Services Professional role provides support to management in analyzing, auditing, and interpreting data while providing customized budget analysis and financial reports for both internal and external stakeholders. Interprets and applies Generally Accepted Accounting Principles (GAAP) and other applicable laws, regulations, and policies to provide broad guidance and may develop internal policies and procedures. Makes decisions or generally accepted recommendations on financial matters of significance. May participate in the planning or development of budgets for sponsored projects; may provide guidance and recommendations for short and long-term, strategic, and capital planning and projections; and may provide leadership to staff and faculty, and advise management on daily operations and financial matters.

The **Financial Services Professional** role is distinguished from the **Financial Services Assistant** role in that it demonstrates a level of expertise in one or more areas and is responsible for the interpretation and application of broad policies and procedures. The **Financial Services Professional** role exercises significant independence and autonomy and may collaborate with financial leadership on areas of greater complexity.

The **Financial Services Professional** role is distinguished from the **Financial Services Management** role in that the management role is primarily responsible for people and resource management of a division, college, campus, or institute. The **Financial Services Management** role provides senior-level strategic expertise and guidance, and has increased accountability.

#### **FINANCIAL SERVICES PROFESSIONAL 1**

##### **Typical Functions**

Follows established financial principles and procedures to perform routine financial tasks. Monitors business activities of a department or the University through maintenance and control of financial records. Prepares, reviews and approves documents, sets up new funds and accounts, makes budget entries, and prepares status reports. Reviews, investigates and corrects errors. Advises and provides assistance to internal and external contacts. Compiles, researches, and analyzes historical and current financial data to develop reports. Creates reports and projections for use in short and long-range financial planning and forecasting. Act as a liaison between principal investigator and funding agency regarding sponsored projects. May assist with preparation and financial analysis related to contract or grant proposals. May participate in budget development process. May assist with preparations for audits and research discrepancies.

##### **Complexity and Decision Making Authority**

Resolves questions or problems within established policies and procedures, refers new or complex issues to higher level. Identifies areas of concern, and recognizes when there is a problem. Understands when an exception can be made and makes recommendations on exceptions to procedures. Complexity increases when working with both university and external policies.

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### Knowledge, Skills, and Abilities

Knowledge of MS Excel and financial management systems. Knowledge of diverse types of policies, regulations, and rules (Federal, state, GAAP, and sponsor specific). Knowledge of budget development, grant and contracts administration. Broad knowledge of policies and how they relate when dealing with conflicting or multiple priorities. Ability to work closely with a diverse group of staff and garner support and agreement to complete tasks. Ability to analyze data and create comprehensive reports. Ability to organize and disseminate information clearly. Ability to communicate effectively in writing and in person. Ability to determine whether practices comply with regulations and policies.

### Education/Experience

Bachelor's degree and one year relevant experience, or an equivalent combination of training and experience. Additional professional certification or licensure may be required.

## **FINANCIAL SERVICES PROFESSIONAL 2**

### Typical Functions

Develops procedures, plans and reports based on interpretation of applicable regulations, policies, and procedures. Performs advanced financial tasks. Identifies trends and prepares complex financial statements, analyses, and projections. Determines proper handling of financial transactions. Develops and maintains financial structures for departments. Resolves over-expenditures and compliance issues, and implements procedures to ensure compliance. Serves as a liaison with principal investigators, outside agencies, and funding sources. Provides recommendations, reports, and models that have a significant financial impact on the unit or university. May negotiate with grant funding agencies on behalf of PI and university. May provide managerial expertise for business operations and management of budgetary and financial functions for unit, with limited supervisory responsibilities. May perform functions for a specialized area of expertise, including but not limited to investments, taxes, capital projects, and financial compliance. May supervise or provide work direction to staff. May develop and deliver training.

### Complexity and Decision Making Authority

Receives limited supervision from supervisor. Provides recommendations that have a significant financial impact on the unit or University. Required outcomes are defined, but methods and procedures may vary based on judgment or precedent. Some problems do not have pre-determined resolutions and require innovative approaches to solve them.

### Knowledge, Skills, and Abilities

Advanced knowledge of MS Excel and financial management systems. Ability to solve complex problems. Ability to extract and analyze complex information from databases. Ability to evaluate and modify systems and procedures.

### Education/Experience

Bachelor's degree and two years relevant experience, or an equivalent combination of training and experience. Additional professional certification or licensure may be required.

## **FINANCIAL SERVICES PROFESSIONAL 3**

### Typical Functions

Provides financial and managerial expertise for business operations, and management of budgetary and financial functions for unit. Provides supervision to staff who perform financial and administrative functions, but supervision is not the main focus of the job. Serves as a subject matter expert for the financial services area. Prepares complex budgets. Reviews and interprets documents to ensure financial obligations are met. Completes a more complex review

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of accounts. Implements financial and administrative procedures, and ensures policies and procedures are followed. Serves as a resource and advisor for unit leadership. Develops presentations and trainings. May serve as an expert for a financial area with far-reaching or system-wide impact.

### *Complexity and Decision Making Authority*

Works independently on work assignments, which may include highly complex or strategic assignments, reviews progress and evaluates results updating management as appropriate. Analyzes, compares and evaluates various courses of action and has the authority to make independent decisions on complex or difficult financial or administrative issues, which may involve unusual circumstances and incomplete or conflicting data. Provides guidance and leadership to employees and senior leaders.

### *Knowledge, Skills, and Abilities*

Advanced knowledge of issues that may cause compliance concerns. Advanced knowledge of financial regulations and policies. Knowledge of complex and specialized financial functions. Knowledge of policies and procedures related to general administrative operations. Ability to create reports that are for use at the highest level of the unit. Ability to create innovative solutions for complex problems. Ability to develop sound recommendations for area of expertise that may have far-reaching or system-wide implications

### *Education/Experience*

Bachelor's degree and four years progressively responsible relevant experience, or an equivalent combination of training and experience. Additional professional certification or licensure may be required. Master's degree in relevant field preferred.