

Job Description - Financial Manager

Position Title: Financial Manager

Job Family: Financial

Pay Grade: 41

Position Number: #47.1

General Summary:

Manages financial transactions involving general funds, grants, contracts and/or gift accounts. Performs comprehensive analysis and projections, relating to business or research trends. Oversees the development and monitoring of budgets for grants, contracts and/or general funds. Assists in grant financial planning and cost analysis. Analyzes financial data to ensure efficient use of resources. Ensures compliance with university and/or agency regulations and restrictions.

Essential Job Functions:

Analyzes complex financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability.

Oversees the development of unrestricted funds budgets, research grants and contracts, revenues, and/or gift accounts. Analyzes budget patterns and projects expenditures.

Oversees the preparation of working papers and approved budgets; ensures that expenditures for budgets, and grants and contracts are monitored and that reports are prepared to maintain balanced accounts.

Develops management, narrative, and statistical reports for private and government donors.

Develops and oversees the maintenance of budget monitoring systems.

Develops complex financial reports for forecasting, trending, and results analysis.

Monitors, identifies, and communicates overexpenditures to faculty and administrative staff. May resolve funding shortfalls.

Keeps abreast of laws and regulations that apply to a particular staff function or field of professional expertise to maintain up-to-date compliance.

Oversees the receipt of payments from sponsors. May participate in the development of payment schedules.

Uses appropriate cost rates, such as indirect and benefit rates for proposed budgets. Reviews budget justification to ensure it relates to budgeted dollars. Confirms that anticipated promotions and other increases are calculated into the cost of project. Ensures compliance with all relevant university and/or agency regulations and restrictions.

Oversees budget accounts once award(s) has been granted or contract(s) signed. Provides oversight for the expenditure of funds, ensuring that funds are expended according to sponsoring organization's stipulations.

Confers with appropriate internal and external administrative offices to ensure that required procedures are followed. Provides instruction and answers questions relating to budget procedures and serves as liaison between the business office and unit areas. Identifies budget issues, provides alternative solutions, and resolves problems.

Monitors and approves expenditures throughout the budgetary period.

Prepares and processes payroll documents needed to implement payroll/personnel transactions. Applies knowledge of procedures to review and record personnel activities of individuals compensated through federally-funded projects.

Maintains individual attendance records and payroll processing.

Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.

Scope of Responsibility:

Knows the formal and informal departmental goals, standards, policies and procedures which may include some familiarity of other departments within the school/division. Is sensitive to the interrelationship of both people and functions within the department.

Decision Making:

On a regular and continuous basis, exercises administrative judgement and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area.

Authority:

Plans and directs the activities of an organizational unit (division, department, or area). Includes the regular and continuous management of the function. Requires the formulation and implementation of staff and management development plans.

Communication:

Exchanges non-routine information using tact and persuasion as appropriate requiring good oral and written communication skills.

Education:

Required: Bachelor's degree in accounting, business, or related field

Preferred: MBA

Experience:

Five years progressively responsible related financial experience required. Additional education may be substituted for some experience. Advanced knowledge in the use of financial software applications, databases, spreadsheets, and/or word processing required.

Certification:

Required: CPA

Physical Requirements:

Sitting in a normal seated position for extended periods of time

Reaching by extending hand(s) or arm(s) in any direction

Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s), for example, using a keyboard

Communication skills using the spoken word

Ability to see within normal parameters

Ability to hear within normal range

Ability to move about

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.