

TITLE: <u>Financial Accounting and Budget Specialist</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE</u>
UNION: <u>P&amp;A, Local 1979, U.A.W.</u>	SALARY GRADE: <u>12</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

---

**POSITION PURPOSE**

Under general direction, perform moderately complex financial accounting, budgeting and reporting functions. Assist in the development and coordination of financial and administrative activities to ensure continued efficient operation of a large department in a School, College, Division or Center/Institute of the University.

**ESSENTIAL JOB FUNCTIONS**

- Provide financial support to several departments within C&IT including financial reporting and problem resolution in regard to budget, accounting, vendor quotations and payment, financial projections and journal voucher entries.
- Prepare financial statements such as income statements, balance sheets and activity reports regarding the financial status of unit projections, programs and other budget allocations. Oversee general ledger account allocations for all expenditures. Develop and maintain special accounting procedures for several complex general fund, designated and/or restricted accounts.
- Prepare budget projections and plans. Compile budget estimates, oversee budget execution and review.  
Reconcile funds, indexes, and accounts including several complex general funds, designated and revenue accounts. Approve and monitor unit revenues and expenditures. May possess signatory authority.
- Prepare adjusting entries and year-end closing activities for review. Project year-end revenues, expenditures and deficits based on information provided by department administrators and upper management. Perform calculations for management such as compound interest owed, payroll projection, expense and payroll accrual adjustments.
- Prepare a wide array of statistical and administrative reports, summaries and questionnaires regarding department and/or division activities. Develop financial reports for University wide/funded development projects such as EPAF, HR Encumbrance, Windstar, etc. Utilize administrative systems, including FMS, HRMS, PPS, GBS, etc. Prepare detailed proposals; create specialized reports utilizing Cognos, Access and Excel; prepare routine and ad-hoc financial reports and analysis.
- Research and analyze data for internal and external clients. Identify financial discrepancies and resolve client inquires. Create, organize and maintain files using database and spreadsheet programs.

- Track and maintain maintenance contract renewals which may include some cost negotiations with vendors. Coordinate vendor renewal and price quote process for hardware and software maintenance contracts.
- Provide functional supervision and train and instruct on methods and procedures. Provide direction to professional staff in department on methods and procedures.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This classification level requires specialized skills and financial accounting experience to perform moderately complex financial responsibilities for a large department. Position incumbents are primarily responsible for providing financial support to their assigned unit within established guidelines, policy and regulations as well as improving the effectiveness and efficiency of existing systems and methods of operation. This classification reports to and receives direction from a management level classification.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university supplemented by coursework in business administration, accounting or related field or an equivalent combination of education and/or experience.
- Considerable knowledge of accounting or finance practices or principles.
- Project management experience.
- Considerable knowledge of and experience with University programs and computing systems (FMS/BAR, HRS, PPS and GBS).
- Ability to establish and meet deadlines, work under extreme pressure and function independently.
- Strong leadership, analytic and problem resolutions abilities.
- Excellent oral and/or written communication skills.
- Ability to communicate effectively with others.

