

FINANCE JOB FUNCTION GUIDE

Accounting Job Family

Level	Function/ Roles	Education/ Experience (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Accounting II Central Admin., or a centralized function within a tub/unit	Bachelor's degree in accounting 5+ years of related experience. Strong knowledge of GAAP, Tax Regulations CPA or MBA preferred Advanced knowledge of accounting theory and principles	<ul style="list-style-type: none"> • Functions as the liaison between the department/school and the University • Interprets, analyzes and evaluates complex tax input data (financial statements, work papers, balance sheets) and presents information in accordance with relevant laws and regulations to senior management • Develops cost assessments and develops and negotiates overhead using complex financial modeling methods • Serves as a resource on complex accounting issues and policies and procedures • Takes action as needed to establish post audit programs, through training, system enhancements or procedural changes • Provides complex accounting/tax reports to senior management, collaborating on the development of the report and the results • Develops, communicates and implements new and/or revised policies and procedures relating to centralized accounting • Manages budgeting model, conducts departmental annual budget meetings and manages year-end closing and financial reporting for a tub/unit or area within central • Prepares and files the University's Form 990, Form PC, Form 990-T and other informational and income tax returns • Prepares the University's Financial Statements and all federal/state corporate tax returns • Interacts, advises and responds to a wide variety of individuals throughout the School 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Works in a central function on multiple accounting projects as a lead. Interacting regularly in a consultative role with managers of a tub/unit Participates in school/unit financial planning and management</p>	<p>RECEIVED Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p>GIVEN Individual Contributor: Works independently or as part of a team to achieve results.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion