

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 |
|-------|---|--|--|---|---|
| 58E | Accounting Management I Central Admin. | <p>Bachelor's degree in accounting and</p> <p>7+ years of related experience</p> <p>Strong knowledge of GAAP, Tax Regulations</p> <p>MBA and/or CPA preferred</p> <p>Supervisory experience</p> <p>Comprehensive knowledge of accounting theory and principles</p> | <ul style="list-style-type: none"> • Constituents are department administrators/managers • Takes action as needed to establish post audit programs, through training, system enhancements or procedural changes • Develops, communicates and implements new/revised policies and procedures relating to centralized accounting • Prepares complex sections of annual budget and quarterly re-forecast • Manages and oversees year-end closing and financial reporting for the University • Oversees the preparation and filing of the University's Form 990, Form PC, Form 990-T and other informational and income tax returns • Oversees the preparation of the University's Financial Statements in August and September with the financial reporting group • Oversees the preparation of all federal/state corporate tax returns • Interprets for all decentralized components of the accounting function, the company's general accounting systems and procedures, including those for accounts receivable and payroll • Directs maintenance of fixed asset records and related depreciation accounts; provides interpretive assistance as to the proper capitalization/expensing of outlays and grouping of fixed assets by class, as well as depreciation methodology • Interacts, advises and responds to a wide variety of individuals throughout the University | <p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Works in a central function. Manages the Accounting function. Supervises a large department or multiple smaller departments.</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 Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</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