

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
59E	Accounting Management II Central Admin.	<p>Masters degree in accounting.</p> <p>8+ years of related experience</p> <p>MBA preferred CPA required</p> <p>Supervisory experience</p> <p>Advanced expertise in general accounting practice and FASB interpretation</p>	<p><i>The Duties and Responsibilities at this level are similar to those at the prior level. This level varies based on the other measures listed.</i></p>	<p>IMPACT Substantial impact on dept/unit/tub operations, and University's reputation</p> <p>SCOPE Head of multiple accounting functions in central</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