# Finance Job Function Guide

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<th>Grade</th>
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<th>Grants Administration</th>
<th>Banking</th>
<th>Financial Operations</th>
<th>Accounting</th>
<th>Financial Analysis</th>
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<td>-Financial Administrator II</td>
<td>-Grants Administrator Supervisor II</td>
<td>-Banking Operations and/or Loans Supervisor II</td>
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<td>-Accounting I</td>
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<td>-Grants Administrator III</td>
<td>-Banking Operations Mgmt I</td>
<td>-Financial Operations Management I</td>
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<td>55N</td>
<td>Financial Administrator</td>
<td>Bachelors degree</td>
<td><strong>Performs specialized financial, accounting or planning activities following general project or departmental guidelines, procedures and precedents in support of various financial functions using spreadsheets and other tools</strong>&lt;br&gt;<strong>Assures adequate documentation/support of transactions and reports</strong>&lt;br&gt;<strong>Recommends modifications to standard procedures</strong>&lt;br&gt;<strong>Assists in the preparation of special studies, reports, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports and business forecasts</strong>&lt;br&gt;<strong>Performs HR generalist activities for employees in unit</strong></td>
<td>IMPACT Some impact on operations, resources, or University’s reputation&lt;br&gt;SCOPE Provides daily supervision of a small group of personnel for a department</td>
<td>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. GIVEN Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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**Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Financial Associate, grade 55**

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| 56E*  | Financial Administrator II | Bachelors degree 3+ years experience in grants and contracts Supervisory experience | • Provides interpretation and application of divisional financial policies, governmental legislation, accounting theory and financial statements for a variety of funds including general operating funds  
• Analyzes and evaluates significant programs and/or product lines and makes recommendations to management  
• Creates and develops section budget  
• Ensures compliance with Harvard University policies and procedures and legal rules and regulations  
• Monitors general funds and sponsored research funds through subordinates  
• Forecasts income and expenses for the department using financial, reports, models and expertise | IMPACT  
Moderate impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE  
Provides daily supervision of a small group of personnel for a department and/or financial oversight of a small to medium sized department | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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| 57E   | Financial Administrator III Department Level | Bachelors degree (accounting or finance) 5+ years experience Supervisory experience Advanced knowledge of sponsored research regulations and financial management | • Develops, interprets and implements highly complex financial/accounting concepts and advanced techniques for financial planning and control  
• Provides advisory capability and interpretation on all Suggested Levels of financial activity  
• Plans, coordinates and executes policy implementation applicable to the installation of improved financial operations  
• Provides specialized technical analysis to determine present and future financial performance  
• Directs the development and implementation of new concepts and techniques for financial information analysis  
• Provides significant reports/analysis to develop strategic plans for department; prepares and presents reports of findings and recommendations to management  
• Through subordinates ensures compliance with Harvard University policies and procedures and legal rules and regulations; creates policies to insure overall departmental compliance  
• Analyzes and evaluates various programs and/or product lines  
• Forecasts income and expenses for the department using financial reports, models and expertise  
• Manages general funds and sponsored research funds through subordinates | IMPACT  
Significant impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE  
Responsible for the financial oversight of a medium to large sized department |
| | | | 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. |

**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.

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<td>58E</td>
<td>Financial Administrator IV Department Level</td>
<td>Bachelors degree (accounting or finance) 7+ years experience Supervisory experience Advanced knowledge of sponsored research regulations and financial management</td>
<td>• Acts as key technical specialist on financial analysis issues, concerns and special projects • Interfaces with top management, responding to their requests for financial data and to resolve reporting and compliance issues • Prepares special reports, financial studies and analysis’s for the development of strategic plans for senior management and alerts them to significant variances to plan • Negotiates and resolves financial compliance issues with various governmental agencies to ensure accurate interpretation</td>
<td>IMPACT Significant impact on operations, resources, or University’s reputation with outside grant agencies SCOPE Responsible for financial well-being for multiple departments and/or centers</td>
<td>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. 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.</td>
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<td>58E</td>
<td>Financial Management I</td>
<td>Bachelors degree (accounting or finance) Masters preferred 7+ years experience Supervisory experience Advanced knowledge of senior finance and business practices</td>
<td>• Responsible for strategic financial planning for a school  • Independently develop and execute operating plans for a large and important school-wide function  • Primary responsibility for building consensus and support for implementing large school-wide projects  • Negotiates/collaborates with department heads, department administrators, professional colleagues and other staff and faculty  • Signature authority for large contracts and agreements on behalf of the school  • Provides Sr. Management with technical/professional expertise in finance on matters of substance effecting the school</td>
<td>IMPACT  Significant impact on operations, resources, or University’s reputation  SCOPE  Head of multiple functional areas or the finances of a small sized school</td>
<td>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. 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.</td>
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| 59E   | Bachelor's degree                        | • Autonomously directs function  
• Holds key strategic planning and policy role  
• Primary contact for other senior university constituents  
• Strategic planning in faculties  
• May direct one or more operational departments | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Head of large area in central or medium sized school | 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.  
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| 55N   | Grants Administrator Supervisor | Bachelors degree 2+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | - Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract and government regulations  
- Interprets regulations and guidelines of program funding for standard grants and contracts and prepares renewals and periodic reports for grant agencies  
- Prepares budget for department, unit, or school working with core or sponsored research funds typically relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies  
- Reviews and produces financial data providing research and data analysis to present for use in planning and decision making  
- Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation, and interpretation of data using complex data query tools  
- Serves as principal source of information on complex fiscal policies and procedures including federal funding rules, and advises faculty, students, or staff on existing options or alternatives effectively recommending courses of action on fiscal matters  
- Establishes and manages accounting record keeping systems, and procedures for tracking and reporting, including recommending remedial measures  
- Assists with assembling pre-award applications  
- Responsible for effort reporting for unit  
- Supervises the processing of invoices and day to day coding of expenses  
- Processes payments including vendors invoices, individual reimbursements, and other accounts payable and receivables, and researches discrepancies as required  
- Oversees purchases and shipment of equipment and supplies

*Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Financial Associate, grade 55* | IMPACT: Some impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE: Works for a unit on standard NIH grants monitoring and reviewing post award transactions against Federal, Grantee and University regulations | UNDER GENERAL DIRECTION: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 55N   | Grants Administrator Supervisor I | Bachelors degree 2+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | • Provides auditing and review services to a group of departments for post award grant management  
• Reviews grants and contracts for Department to ensure expenses are being paid according to contract, University policy and government regulations  
• Flags questionable cases and contacts representative in the tub/unit to discuss  
• Produces reports to check effort reporting accuracy  
• Supervises auditing and/or report production to support overall audit for assigned funds  
• Assists with standard reporting to grantee  

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Some impact on operations, resources, or University’s reputation with outside grant agencies  

SCOPE  
Works in a central function for a group of departments reviewing post award transactions against Federal, Grantee and University regulations | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  

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| 56E* or 56N | Grants Administrator Supervisor II | Bachelors degree 3+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | • Negotiates significant modifications to terms and conditions with sponsors  
• Provides auditing and review services to a group of departments for pre award grant management  
• Prepares budgets and reports for new grants and contracts  
• Drafts contract and/or agreements on behalf of the department with the grantee  
• Supervises the submission of and final compilation of materials for grants and contracts for assigned group  
• Assists with locating sources of outside funding | IMPACT Moderate impact on operations, resources, or University’s reputation with outside grant agencies  
SCOPE Works in a central function for a group of departments providing audit and review for pre award grant management | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/ university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 56E*  | Bachelors degree 3+ years experience in grants and contracts Supervisory experience Intermediate knowledge of sponsored research regulations | • Advises faculty members on suggested grant limits based on knowledge and networking in the field  
• Provides advice on long-term capital expenditures  
• Locates, identifies and evaluates sources of outside funding on own accord  
• Provides unit with daily monitoring of grants and contracts for Principal Investigator to ensure expenses are being paid according to contract and government regulations  
• Approve purchases and shipment of equipment and supplies  
• Interprets regulations and guidelines of program funding for moderately complex grants and contracts and prepares renewals and periodic reports for grant agencies  
• Supervises the processing of invoices and day to day monitoring of budgets  
• Responsible for effort reporting for unit  
• Assists with pre-award applications  
• Assists with locating sources of outside funding  
• Prepares budget for department, unit, or school working with core or sponsored research funds typically relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies  
• Prepares budget renewals, and periodic reports and sends to funding organization  
• Reviews and produces financial data providing research and data analysis to present for use in planning and decision making  
• Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation, and interpretation of data using complex data query tools  
• Serves as principal source of information on complex fiscal policies and procedures including federal funding rules, and advises faculty, students, or staff on existing options or alternatives effectively recommending courses of action on fiscal matters  
• Establishes and manages accounting record keeping systems, and procedures for tracking and reporting, including recommending remedial measures  
• IMPACT Moderate impact on operations, resources, or University’s reputation with outside grant agencies  
• SCOPE Works for a unit on moderately complex grants monitoring and reviewing post award transactions against Federal, Grantee and University regulations  
| RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
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| 57E   | Grants Administrator III | Bachelor’s degree 5+ years of progressive grant and contract experience Supervisory experience Advanced knowledge of sponsored research regulations | - Advises on long-term financial viability of department/center given multiple grants and contracts from various sources with differing project end dates  
- Locates, identifies and evaluates sources of outside funding on own accord  
- Develops new budget proposals, forecasts ongoing budgets and monitors the resulting awards received for academic and research projects and programs  
- Interprets regulations and guidelines of multiple programs funding with complex and broad guidelines for spending  
- Creates internal guidelines to ensure compliance of University and Governmental regulations  
- Supervises the processing of invoices and day to day monitoring of budgets  
- Negotiates sub agreements and manages pre-award financial relationships with sponsors and sub-contractors  
- Responsible for fulfilling programmatic reporting requirements of the funding organization  
- Develops reporting mechanisms and financial models to analyze the financial viability of the center  
- Responsible for effort reporting for unit | **IMPACT**  
Significant impact on operations, resources, or University’s reputation with outside grant agencies  
**SCOPE**  
Works for a department/center with multiple grants and contracts from various sources with differing project end dates | **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.  
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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. |

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<td>58E</td>
<td>Grants Administrator IV</td>
<td>Bachelor’s degree</td>
<td>• Independently locates, identifies, evaluates and pursues sources of outside funding</td>
<td>IMPACT</td>
<td>RECEIVED</td>
</tr>
<tr>
<td></td>
<td>Central Admin., or a centralized</td>
<td>7+ years of progressive grant and contract</td>
<td>• Develops budget proposals and monitors the resulting awards received for academic and research projects and programs</td>
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<td>function within a unit</td>
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<td>SCOPE</td>
<td>GIVEN</td>
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<td></td>
<td></td>
<td>Advanced knowledge of sponsored research regulations</td>
<td>• Creates internal guidelines to ensure compliance of University and Governmental regulations</td>
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<td>• Directs multiple programs through Grant Administrators</td>
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<td>• Negotiates substantial sub agreements</td>
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<td>• Develops and manages pre- and/or post-award financial relationships with key sponsors and sub-contractors</td>
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<td>• Responsible for fulfilling programmatic reporting requirements of the funding organization</td>
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<td>• Signatory signoff for contracts and agreements</td>
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| 56E   | Banking Operations and/or Loans Supervisor II | Bachelors degree  
Credit Union  
Supervisory experience  
Intermediate knowledge of banking and general accounting | • Participates in determining treatment of complex or unusual transactions for branch, general loans and/or mortgages  
• Provides expertise regarding underwriting to maintain loan quality  
• Holds loan signing authority and acts within established approval guidelines  
• Review and make approval/denial decisions on consumer loans  
• Has some latitude to vary prescribed banking and accounting procedures if necessary  
• Promotes sales and usage of credit union services  
• Recommends modifications to standard procedures and creates policies within unit to meet standard procedures and operational goals (e.g. proposes new product lines to satisfy needs of customers)  
• Prepares section budget | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides daily supervision of a medium sized group of personnel for the credit union | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |
### Banking Job Family

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<tr>
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<th>Education/ Experience (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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</table>
| 57E   | Banking Operations Management I Credit Union | Bachelors degree 5+ years experience in accounting and finance Supervisory experience Advanced knowledge of general accounting or area of specialty within finance | • Assures that accounting records are maintained in accordance with the company’s policies and reporting requirements  
• Through subordinates ensure compliance with Harvard University policies and procedures and federal rules and regulations; creates policies to insure overall departmental compliance  
• Collaborates with senior management to develop retail services including vendor selection and product revisions and additions  
• Participates in sales goal setting, and responsible for obtaining these goals  
• Prepares special reports, financial studies, analysis and recommendations for sr. management | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Manages a medium sized group of personnel for the credit union | 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.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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<tr>
<td>59E</td>
<td>Banking Operations Management II Credit Union</td>
<td>Bachelors degree 8+ years of progressive responsibility in bank operations Management experience</td>
<td>Develops and implements policies and procedures for operations of the Credit Union Directs the day to day activities through managers Develops and implements new systems and efficiencies to enhance and improve productivity, accuracy and control. Ensures the safeguarding of assets, personnel and facilities as the security officer Develops new products Participates in the development of strategic plans associated with operations and security</td>
<td>IMPACT Moderate impact on operations, resources, or University’s reputation SCOPE Manages a medium sized group of personnel for the overall operations of the Credit Union</td>
<td>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. 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.</td>
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</table>
| 57E   | Loan Management I | Bachelors degree 5+ years experience in accounting and finance Supervisory experience Advanced knowledge of general accounting or area of specialty within finance | • Through subordinates ensure compliance with Harvard University policies and procedures and federal rules and regulations; creates policies to insure overall departmental compliance  
• Assures that loan records are maintained in accordance with the company’s policies and reporting requirements  
• Collaborates with senior management to develop new and revised products  
• Participates in sales goal setting, and responsible for obtaining these goals  
• Reviews and makes decisions on the granting of consumer loans  
• Prepares special reports, financial studies, analysis and recommendations for sr. management | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Manages a medium sized group of personnel. | 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.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

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</table>
| 59E   | Loan Management II | Bachelors degree 8+ years of progressive consumer loan and mortgage underwriting Management experience | - Develops and implements loan policies and procedures  
- Monitors loan origination and underwriting decisions of all lending representatives  
- Performs risk management for the credit union’s loan portfolio  
- Acts as the management liaison with the Credit Committee  
- Creates and revises loan products  
- Oversees the underwriting and closing of mortgages in compliance with secondary market specifications, for the Credit Union loan portfolio and also for delivery and efficient processing  
- Monitors loan loss and delinquency through collections process. Provides appropriate direction to staff regarding non performing loans  
- Participates in the development of strategic plans involving loans and mortgages  
- Manages and allocates budget, and makes budget projections | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Manages a medium sized group of personnel for the loan area. | 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.  
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. |
## FINANCE JOB FUNCTION GUIDE

### Financial Operations Job Family

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</table>
| 55E * or 55N | Financial Operations Supervisor I | Bachelors degree 2+ years experience in accounting and finance Supervisory experience Intermediate knowledge of general accounting or area of specialty within finance | • Develops policies within unit to meet standard operating procedures  
• Overall banking, accounting, accounts payable, accounts receivable and/or student financial services policies and procedures have been prescribed and there is little latitude for procedural variation  
• Assigns work, schedules and reviews work progress  
• Assures adequate documentation/support of transactions and reports  
• Recommends modifications to standard procedures  
• Performs all activities within their functional area  
Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Financial Associate, grade 55 |

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<td>Some impact on operations, resources, or University’s reputation</td>
<td>Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</td>
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<td>SCOPE</td>
<td>GIVEN</td>
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<tr>
<td>Provides daily supervision of a small group of personnel for a specific segment of finance/accounting activity</td>
<td>Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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<tr>
<td>56E</td>
<td>Financial Operations Supervisor II Central Admin., or a centralized function within a tub/unit</td>
<td>Bachelors degree 3+ years experience in accounting and finance Supervisory experience Intermediate knowledge of general accounting or area of specialty within finance</td>
<td>• Overall departmental accounting, accounts payable, accounts receivable and/or student financial services policies and procedures have been prescribed, but there is latitude for procedural variation and modifications &lt;br&gt;• Sets operational goals for unit and creates work plans to achieve these &lt;br&gt;• Participates in determining the proper accounting treatment of complex or unusual transactions &lt;br&gt;• Creates and develops section budget &lt;br&gt;• Provides interpretation and application of corporate Suggested Level financial policies, governmental legislation, accounting theory and financial statements</td>
<td>IMPACT Moderate impact on operations, resources, or University’s reputation &lt;br&gt;SCOPE Provides daily supervision of a medium sized group of personnel for a specific segment of finance/accounting activity</td>
<td>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion. &lt;br&gt;GIVEN Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</td>
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</table>
| 57E   | Financial Operations Management I | Bachelor's degree, 5+ years experience in accounting and finance, Supervisory experience | - Assures that accounting records are maintained in accordance with the company’s accounting policies, chart of accounts and related accounting principles and practices, and that subordinate ledgers reconcile with the general ledger  
- Prescribes methods of providing accounting data for various reports and statements where the need does not follow the normal content of accounts  
- Collaborates with senior management to develop schedules, procedures, and systems to enable the timely and informative accumulation, adjustment and reporting of financial data  
- Interfaces with senior management, responding to their requests for financial data, financial studies and reports and to resolve reporting and compliance issues  
- Through subordinates ensure compliance with Harvard University policies and procedures and legal rules and regulations; creates policies to insure overall departmental compliance  
- Provides input into long-term strategic plans for department/unit  
- Functions as the liaison between the department/school and the University | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Manages a medium sized group of personnel for a specific segment of finance/accounting activity | 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.

**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. |

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</table>
| 58E   | Financial Operations Management II  
Central Admin. | Bachelors degree  
7+ years experience in accounting and finance  
Management experience  
Advanced knowledge of general accounting and finance or related field | • Manages through supervisors operations such as payroll, accounting, accounts payable, accounts receivable and/or student financial services  
• 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  
• Responsible for management and operations of exempt, staff and student payrolls, accounts payable, budgets, faculty allowances, term bills, travel, faculty appointments, accounts receivable and interdepartmental and journal transactions  
• Participates in long-term strategic plans for department  
• Manages and allocates budget, and makes budget projections | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Manages a medium sized group of personnel for a specific segment of finance / accounting activity | 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.  
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. |

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<tr>
<td>59E</td>
<td>Financial Operations Management III Central Admin.</td>
<td>Bachelors degree 8+ years experience in accounting and finance Masters degree preferred Management experience Advanced knowledge of general accounting and finance or related field</td>
<td>• Manages through multiple managers and supervisors operations such as travel, payroll, accounting, accounts payable, accounts receivable and/or student financial services • Participates in long term strategic planning for multiple departments and has input into overall strategic plans for the tub/unit • Sets department goals for the fiscal year, and oversees budget</td>
<td>IMPACT Moderate impact on operations, resources, or University’s reputation SCOPE Manages a large sized group of personnel for a specific segment of finance/accounting activity</td>
<td>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. 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.</td>
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| 56E * or 56N | Accounting I Central Admin., or a centralized function within a tub/unit | Bachelor's degree in accounting 3+ years of related experience. Working knowledge of GAAP, Tax Regulations | - Independently researches and resolves highly complex and unusual accounting problems  
- Makes independent decisions on the accounting treatment of complex items  
- Prepares complex sections of all federal/state corporate tax returns  
- Consults on school/tub wide projects  
- Performs a wide range of accounting responsibilities (e.g. payroll tax accounting, cash management accounting, capital projects accounting)  
- Insure FASB accounting  
- Maintains general ledger and/or balance sheets for an area using generally accepted accounting principles.  
- Reviews and produces financial data providing research and data analysis to present for use in planning and decision making  
- Prepares multiple varied financial reports that require selection, and preparation of data using complex data query tools | IMPACT  
Some impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function providing accounting services for a variety of areas. | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results. |

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<td>57E</td>
<td>Accounting II</td>
<td>Bachelor's degree in accounting</td>
<td>Functions as the liaison between the department/school and the University</td>
<td>IMPACT</td>
<td>RECEIVED</td>
</tr>
<tr>
<td></td>
<td>Central Admin., or a centralized function within a tub/unit</td>
<td>5+ years of related experience. Strong knowledge of GAAP, Tax Regulations CPA or MBA preferred</td>
<td>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</td>
<td>Moderate impact on operations, resources, or University’s reputation</td>
<td>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.</td>
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- 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

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# FINANCE JOB FUNCTION GUIDE

## Accounting Job Family

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| 58E   | Accounting Management I Central Admin. | Bachelor's degree in accounting and 7+ years of related experience Strong knowledge of GAAP, Tax Regulations MBA and/or CPA preferred Supervisory experience Comprehensive knowledge of accounting theory and principles | - 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 | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function. Manages the Accounting function. Supervises a large department or multiple smaller departments. | 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.  
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. |

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

#### Financial Analysis Job Family

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</table>
| 56E* or 56N | Financial Analyst I              | Bachelor's degree or equivalent in finance, business administration or accounting. 3+ years of experience. | • Responsible and accountable for conducting, complex financial analysis projects  
• Designs, develops, analyzes and produces multiple complex and varied financial reports that require selection, preparation, and interpretation of data using complex data query tools using multiple databases and the creation of financial models  
• Provides complex financial analysis, identifies trends and draws conclusions used to inform management decisions  
• Forecasts, analyzes and prepares complex financial data for programs; provides recommendations on program changes/additions/deletions  
• Provides budget management services and analysis for multiple departments and financial leaders within a tub/unit  
• Responsible for conducting and documenting moderately complex financial analysis projects  
• Designs, develops and produces varied reports from the financial system using multiple data query tools  
• Reviews and produces financial data, and researches discrepancies. Provides data analysis to present for use in planning and decision making  
• Produces reports from the financial system and other reporting tools  
• Creates and maintains detailed financial spreadsheets  
• Prepares and analyzes financial data for the financial statements, endowments and five-year plans | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Serves as a resource for other financial professionals. Provides analysis used by Mgmt. to make decision, which affects the tub/unit | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Individual Contributor: Works independently or as part of a team to achieve results. |

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3. $E = $exempt, $N = $non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion

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### Financial Analysis Job Family

<table>
<thead>
<tr>
<th>Level</th>
<th>Function/Roles</th>
<th>Education/Experience (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
</tr>
</thead>
</table>
| 57E   | Financial Analyst II  
Central Admin., or a centralized function within a tub/unit | Bachelor's degree or equivalent in finance, business administration or accounting and 5+ years of relevant financial and analytical experience. | - Responsible for leading, conducting and documenting complex financial analysis projects  
- Forecasts, prepares and projects financial activity for multiple programs; provides recommendations on course of action/new program cost benefit  
- Provides financial analysis to senior management to ensure fiscal compliance and effectiveness  
- Provides management with recommendations in the development of financial policies for a tub/unit  
- Reviews existing financial procedures and determines systems or other improvements to make processes more efficient | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function on multiple financial analysis projects, as a lead. Interacting regularly in a consultative role with Sr. Managers of a tub/unit. | 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.  
GIVEN  
Individual Contributor:  
Works independently or as part of a team to achieve results. |
### Financial Analysis Job Family

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| 58E   | Financial Analyst III Central Admin., or a centralized function within a tub/unit | Bachelor's degree or equivalent in finance, business administration or accounting MBA preferred 7+ years of experience. | • Responsible for leading, conducting and documenting high profile complex financial analysis projects  
• Conducts or participates in the most complex financial analysis projects  
• Makes recommendations to top management regarding program and/or budget changes that have a large financial impact on the tub/unit and/or University  
• Defines and develops the long range financial planning process for a department  
• Serves as primary financial analyst for a large number of departments and / or affiliates | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function within a tub/unit or in central | 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.  
GIVEN  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

**NOTE:**

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## FINANCE JOB FUNCTION GUIDE

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| 56E    | Audit I Central Admin. | Bachelors degree in accounting, or business administration 3+ years of related experience. | • Completes assigned audit procedures of audit programs in compliance with professional standards for the practice of internal auditing and departmental standards  
• Gathers and analyzes financial, HR, operational and/or other data using spreadsheets and other means to synthesize data from a wide array of sources in support of risk evaluations  
• Talks with auditees to gain an understanding of their operations, assists them in documenting the control process and makes recommendations on courses of action  
• Informs audit manager of the status of the audit work assigned and of any identified or potential control weaknesses; makes recommendations on possible solutions  
• Finalizes audit working papers in support of the audit work performed in accordance with department working paper standards | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Works in a central function providing audit services for a variety of areas. Interacting regularly in a consultative role with Managers of a tub/unit | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Individual Contributor: Works independently or as part of a team to achieve results. |
## Audit Job Family

<table>
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| 57E   | Audit II       | Bachelors degree in accounting or business administration 5+ years of related experience. CIA or CPA preferred | - Completes audit sections assigned in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing  
- Provides assistance to the audit manager in assessing risk and defining scope of the audits  
- Make recommendations for improvements in control and efficiency of operations to the auditor in charge and auditee.  
- Conducts interviews with auditee personnel; documents and evaluates processes and procedures followed in the organization; writes/modify audit programs as required to address identified risks  
- Assures audit work performed is documented in accordance with department standards and working papers support audit conclusions reached  
- Designs verbal and written communications of the audit results to the auditee as required  
- Informs the audit manager of the status of the audit work, potential findings and problems encountered  

**IMPACT**  
Moderate impact on operations, resources, or University’s reputation  

**SCOPE**  
Works in a central function on multiple audit projects. As a lead, designing scope of audits.  

**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.  

**GIVEN**  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |
## Audit Job Family

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</table>
| 58E    | Audit III Central Admin. | Bachelors degree in accounting or business administration 7+ years of related experience. CIA or CPA preferred Supervisory experience | - Plans, organizes and directs audits in accordance with department guidelines and in compliance with professional standards for the practice of internal auditing  
- Defines the scope and objectives of audits based on analytical auditing procedures and a review of the auditees’ business  
- Interacts with auditee management to foster on-going partnering. Communicates audit specifics to auditee to ensure scope, objectives, status and other details are understood  
- Assures all issues and opportunities are brought to the attention of the appropriate, responsible individual and corrective actions are discussed  
- Prepares timely “value added” audit reports. Assures report contents are supported by competent evidential data  
- Responsible for creating and updating audit program as needed | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Works in a central function. Manages Audits. Supervise a large department or multiple smaller departments. | 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.  
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. |

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