# Financial Administration Job Family

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| 55N    | Financial Administrator I  | Bachelor's degree                      | - 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  
- Assures adequate documentation/support of transactions and reports  
- Recommends modifications to standard procedures  
- 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  
- Performs HR generalist activities for employees in unit  | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides daily supervision of a small group of personnel for a 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. |
|        | Department Level           | 2+ years experience in accounting and finance  
Supervisory experience  
Intermediate knowledge of general accounting or area of specialty within finance | Must have bona fide supervisory duties excluding this position from the HUCTW bargaining unit; otherwise, this position is an HUCTW – Financial Associate, grade 55 | | |

**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