# FINANCE JOB FUNCTION GUIDE

## Financial Administration Job Family

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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 determine 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. |

**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