### Financial Administration Job Family

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| 58E   | Financial Administrator IV Department Level | Bachelors degree (accounting or finance) 7+ years experience Supervisory experience Advanced knowledge of sponsored research regulations and financial management | • 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 | **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 | **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