### Financial Administration Job Family

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| 58E   | Financial Management I | Bachelors degree (accounting or finance), Masters preferred, 7+ years experience, Supervisory experience, Advanced knowledge of senior finance and business practices | • 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 | **IMPACT**  
Significant impact on operations, resources, or University’s reputation  
**SCOPE**  
Head of multiple functional areas or the finances of a small 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.  
**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