# FINANCE JOB FUNCTION GUIDE

## Financial Administration Job Family

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| 59E   | Financial Management II | Bachelor's degree Master's degree in finance or business administration preferred 8+ years' related experience | • 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.  
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. |