## FINANCE JOB FUNCTION GUIDE

### Financial Operations Job Family

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| 57E   | Financial Operations Management I | Bachelors degree 5+ years experience in accounting and finance Supervisory experience Advanced knowledge of general accounting or area of specialty within finance | - Assures that accounting records are maintained in accordance with the company’s accounting policies, chart of accounts and related accounting principles and practices, and that subordinate ledgers reconcile with the general ledger  
- Prescribes methods of providing accounting data for various reports and statements where the need does not follow the normal content of accounts  
- Collaborates with senior management to develop schedules, procedures, and systems to enable the timely and informative accumulation, adjustment and reporting of financial data  
- Interfaces with senior management, responding to their requests for financial data, financial studies and reports and to resolve reporting and compliance issues  
- Through subordinates ensure compliance with Harvard University policies and procedures and legal rules and regulations; creates policies to insure overall departmental compliance  
- Provides input into long-term strategic plans for department/unit  
- Functions as the liaison between the department/school and the University | IMPACT Moderate impact on operations, resources, or University’s reputation  
SCOPE Manages a medium sized group of personnel for a specific segment of finance/accounting activity | 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.