## FINANCE JOB FUNCTION GUIDE

### Financial Operations Job Family

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<th>Level</th>
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<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 59E   | Financial Operations Management III Central Admin. | Bachelors degree 8+ years experience in accounting and finance Masters degree preferred Management experience Advanced knowledge of general accounting and finance or related field | - Manages through multiple managers and supervisors operations such as travel, payroll, accounting, accounts payable, accounts receivable and/or student financial services  
- Participates in long term strategic planning for multiple departments and has input into overall strategic plans for the tub/unit  
- Sets department goals for the fiscal year, and oversees budget | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Manages a large 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. $E = exempt, \: N = non-exempt \: but \: outside \: HUCTW \: due \: to \: job \: content, \: grade \: and/or \: a \: Confidential / Supervisory exclusion$