## FINANCE JOB FUNCTION GUIDE

### Financial Operations Job Family

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| 55E * | Financial Operations Supervisor I Central Admin., or a centralized function within a tub/unit | Bachelors degree 2+ years experience in accounting and finance Supervisory experience Intermediate knowledge of general accounting or area of specialty within finance | • Develops policies within unit to meet standard operating procedures  
• Overall banking, accounting, accounts payable, accounts receivable and/or student financial services policies and procedures have been prescribed and there is little latitude for procedural variation  
• Assigns work, schedules and reviews work progress  
• Assures adequate documentation/support of transactions and reports  
• Recommends modifications to standard procedures  
• Performs all activities within their functional area | IMPACT Some impact on operations, resources, or University’s reputation  
SCOPE Provides daily supervision of a small group of personnel for a specific segment of finance/accounting activity | RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department/university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

*Exemption status is determined by FLSA testing

**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) $E = \text{exempt}, N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$