# FINANCE JOB FUNCTION GUIDE

## Financial Operations Job Family

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<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
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| 56E   | Financial Operations Supervisor II  
        Central Admin., or a centralized function within a tub/unit | Bachelors degree  
        3+ years experience in accounting and finance  
        Supervisory experience  
        Intermediate knowledge of general accounting or area of specialty within finance | • Overall departmental accounting, accounts payable, accounts receivable and/or student financial services policies and procedures have been prescribed, but there is latitude for procedural variation and modifications  
• Sets operational goals for unit and creates work plans to achieve these  
• Participates in determining the proper accounting treatment of complex or unusual transactions  
• Creates and develops section budget  
• Provides interpretation and application of corporate Suggested Level financial policies, governmental legislation, accounting theory and financial statements | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides daily supervision of a medium sized 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. |

**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**