

Job Family Matrix

Job Function: Finance		Job Family: Accounting – Professional	
Job Family Summary: Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.			
Job Title: Accountant II		Job Title: Accountant III	
Job Code: F0056P		Job Code: F0057P	
Grade Level: 56 Exemption: Exempt		Grade Level: 57 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Independently perform a variety of accounting activities including: posting journal entries, reconciling accounts and preparing reports.		Independently perform complex accounting activities including: reconciliations, analysis, and financial reporting.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> • Prepare and post journal entries • Perform monthly, quarterly, and year end closings • Prepare account reconciliations ensuring appropriate documentation, identifying variances, reconciling balances, and updating descriptions • Prepare financial reports • Act as an accounting resource for a school/unit's financial community • May assist in tax or financial statement preparation • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations 		<ul style="list-style-type: none"> • Perform complex accounting transactions • Reconcile complex accounts, identify variances, and verify the accuracy of journal entries to the general ledger • Provide technical advice and problem resolution for a school/unit financial community on varied accounting issues • Provide financial reports to management • May prepare tax documentation and/or financial statements • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations 	
		<ul style="list-style-type: none"> • Review and approve staff-developed journal entries • May function as subject matter expert or project lead on accounting • Responsible for complex analysis • Develop accurate and timely financial reporting • Implement solutions for complex accounting and financial reporting issues • May prepare tax documentation and financial statements • Enhance the control environment by monitoring accounting processes and systems; may recommend process changes and improvements • Provide staff mentoring and training • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 7 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, intermediate excel skills Working knowledge of basic accounting principles Demonstrated experience with financial systems and data query tools 	<ul style="list-style-type: none"> Knowledge of Microsoft Office Suite, advanced excel skills Advanced knowledge of accounting principles and tax regulations Demonstrated experience with financial systems and data query tools 	<ul style="list-style-type: none"> MBA or Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced excel skills Advanced knowledge of accounting principles and tax regulations Demonstrated experience with financial systems and data query tools
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
	<ul style="list-style-type: none"> CPA Preferred 	<ul style="list-style-type: none"> CPA Preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

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Job Title: Accountant V	
Job Code: F0059P	
Grade Level: 59	Exemption: Exempt
Effective/Revision Date: January 2017	
Job Summary	
Provide specialized expertise in analysis, reporting, and compliance to develop accounting systems and resolve financial problems.	
Core Duties	
<ul style="list-style-type: none">• Lead accounting activities for a department/unit• Function as a subject matter expert or project lead on accounting• Lead highly complex accounting analysis; develop and implement solutions for complex issues• Ensure accurate and timely financial reporting• Approve staff-developed journal entries• May prepare tax documentation and financial statements• Enhance the control environment by establishing and auditing effective accounting processes and systems• Provide specialized accounting advice on advanced issues• Identify areas for efficiency or improvement within existing policies and procedures, recommend improvements• Provide staff mentoring and training• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations	

Job Family Matrix

Basic Qualifications

- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 8 years' relevant work experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of accounting principles and tax regulations
- Demonstrated experience with Financial systems and data query tools

Certificates and Licenses

- CPA Preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting

Job Family Matrix

Job Function: Finance		Job Family: Accounting - Management	
Job Family Summary: Perform or manage a wide range of accounting activities while ensuring compliance in various functions which may include: Accounts Receivable, Accounts Payable, Payroll, Cost Accounting, Tax Accounting, Cash Management Accounting, Endowment and Capital Projects Accounting.			
Job Title: Accounting Mgt III		Job Title: Accounting Mgt IV	
Job Code: F0057M		Job Code: F0058M	
Grade Level: 57 Exemption: Exempt		Grade Level: 58 Exemption: Exempt	
Effective/Revision Date: January 2017		Effective/Revision Date: January 2017	
Job Summary		Job Summary	
Manage accounting activities such as reconciliations, analysis, and financial reporting.		Manage accounting activities, and provides specialized analysis and financial reporting.	
Core Duties		Core Duties	
<ul style="list-style-type: none"> Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Evaluate accounting processes and procedures, recommend improvements Oversee accounting transactions, account reconciliations, journal entry verifications and reporting May prepare tax documentation and financial statements Develop and distribute communications to internal and external constituencies Provide technical expertise, problem-resolution and training Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation 		<ul style="list-style-type: none"> Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Establish and monitor effective accounting processes and systems to maintain accounting controls Ensure department's accurate and timely financial reporting Identify operational challenges; research and implement solutions May prepare tax documentation and financial statements Ensure the school/unit financial statements are prepared in accordance with accounting principles Collaborate on the development of new accounting procedures within school/unit that support University wide policies and initiatives Prepare department for annual and interim audits from internal and external firms/agencies Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation 	
		<ul style="list-style-type: none"> Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Develop and monitor effective accounting processes and systems to maintain accounting controls and support school/unit financial planning Serve as a key resource for accounting policies and procedures, may provide training to clients and staff Proactively analyze and interpret financial and accounting information; identify and communicate trends, patterns and events to leadership Collaborate with University-wide finance leadership to continuously improve processes, policies and procedures Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation 	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 5 years' relevant work experience 	<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 7 years' relevant work experience Supervisory experience 	<ul style="list-style-type: none"> Bachelor's degree in Accounting or equivalent work experience required Minimum of 8 years' relevant work experience Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> Supervisory experience MBA or Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced excel skills Advanced knowledge of accounting principles and tax regulations Demonstrated experience with Financial systems and data query tools 	<ul style="list-style-type: none"> MBA or Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced excel skills Advanced knowledge of accounting principles and tax regulations Demonstrated experience with Financial systems and data query tools 	<ul style="list-style-type: none"> MBA or Master's degree in relevant field preferred Knowledge of Microsoft Office Suite, advanced excel skills Advanced knowledge of accounting principles and tax regulations Demonstrated experience with Financial systems and data query tools
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> CPA Preferred 	<ul style="list-style-type: none"> CPA Preferred 	<ul style="list-style-type: none"> CPA Preferred
Physical Requirements	Physical Requirements	Physical Requirements
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting 	<ul style="list-style-type: none"> Work is performed in an office setting

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Job Function: Finance	Job Family: Accounting - Management
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Job Title: Accounting Mgt VI	
Job Code: F0060M	
Grade Level: 60 Exemption: Exempt	
Effective/Revision Date: January 2017	
Job Summary	
Direct timely, accurate accounting activities and provide strategic direction. Collaborate with University wide stakeholders to ensure integrity and compliance.	
Core Duties	
<ul style="list-style-type: none"> Responsible for effective staff management, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures Direct highly complex accounting activities and reconciliations; oversee financial reporting Identify opportunities and champion major initiatives for continuous improvement in accounting and financial reporting processes, increasing accuracy, and quality Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation 	

Job Family Matrix

Basic Qualifications

- Master's degree in relevant field or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory experience

Additional Qualifications and Skills

- MBA preferred
- Knowledge of Microsoft Office Suite, advanced excel skills
- Advanced knowledge of basic accounting principles
- Demonstrated experience with Financial systems and data query tools

Certificates and Licenses

- CPA Preferred

Physical Requirements

Working Conditions

- Work is performed in an office setting

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Job Title: Controller Mgt V	Job Title: Controller Mgt VI
Job Code: F0159M	Job Code: F0160M
Grade Level: 59 Exemption: Exempt	Grade Level: 60 Exemption: Exempt
Effective/Revision Date: January 2017	Effective/Revision Date: January 2017
Job Summary	Job Summary
Oversee general accounting and budgetary transactions and operations. Establish policies, procedures and internal controls to ensure compliance.	Responsible for the strategic direction of accounting, budgeting and control activities within a school or unit. Enhance the control environment by establishing and monitoring effective processes and systems.
Core Duties	Core Duties
<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Guide financial decisions by monitoring and enforcing policies and procedures • Prepare and provide leadership, auditors and regulators with monthly, quarterly and annual reporting as required • Oversee financial budgeting process and prepare and maintain budget to actual reporting throughout the year • Prepare budgets by establishing schedules, collecting, analyzing and consolidating financial data • Serve as a key resource for systems, policies, and procedures; may provide training to clients and staff • Ensure data integrity and mitigate risk • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation 	<ul style="list-style-type: none"> • Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment • Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures • Develop accounting and budgetary control processes • Responsible for control activities including accounting, budgeting and reporting • Advise leadership on all aspects of financial matters including regulatory and compliance issues • Envision and plan systems to address organizational challenges • Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures • Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulations

Job Family Matrix

Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none"> • Bachelor's degree in Accounting or equivalent work experience required • Minimum of 8 years' relevant work experience • Supervisory experience 	<ul style="list-style-type: none"> • Bachelor's degree in Accounting or equivalent work experience required • Minimum of 10 years' relevant work experience • Supervisory experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none"> • MBA or Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced excel skills • Advanced knowledge of accounting principles and tax regulations • Demonstrated experience with Financial systems and data query tools 	<ul style="list-style-type: none"> • MBA or Master's degree in relevant field preferred • Knowledge of Microsoft Office Suite, advanced excel skills • Advanced knowledge of accounting principles and tax regulations • Demonstrated experience with Financial systems and data query tools
Certificates and Licenses	Certificates and Licenses
<ul style="list-style-type: none"> • CPA Preferred 	<ul style="list-style-type: none"> • CPA Preferred
Physical Requirements	Physical Requirements
Working Conditions	Working Conditions
<ul style="list-style-type: none"> • Work is performed in an office setting 	<ul style="list-style-type: none"> • Work is performed in an office setting