



Finance Job Function

Financial Associate I

Grade 54

Summary

Performs multiple diverse and complex accounting and financial administrative duties for a department or unit. Typically works with multiple sources of funding which may include sponsored research, and federal restricted funds. Works independently with minimal supervision in selecting and applying established procedures appropriately. Updates supervisor on status of projects. Coordinates several areas of fiscal activity including providing training, assisting in scheduling and distributing work of others including staff, students, casual or temporary employees.

Typical Duties

1. Prepares budget for department, unit or school working with core or sponsored research funds usually utilizing information provided by others, oversees accounts, monitors balances and reconciles accounts;
2. Reviews financial data providing research and data analysis to present for use in planning and decision making;
3. Prepares complex financial reports that may require selection, preparation, and interpretation of data using a complex data query tool;
4. Serves as principal source of information on complex fiscal policies and procedures including restrictions imposed by endowment terms or donor designation, and advises faculty, students, or staff on existing options or alternatives;
5. Manages accounting and record keeping systems, and establishes procedures for tracking and reporting, including recommending remedial measures;
6. May process or assist with processing payments of all vendors invoices, and individual reimbursements, and researches accounting discrepancies;
7. May prepare various payroll documents including monthly, semi-monthly, and weekly casual payroll;
8. Contributes to other unit goals as required.

Typical Requirements

Education: Associates degree in accounting or equivalent experience.

Skills and Experience: Three to five years of related experience. Written and oral communication skills required. Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Computer competency requiring spreadsheet and database software required. May be tested on appropriate computer skills.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.