**Job Family Matrix**

<table>
<thead>
<tr>
<th>Job Function: Finance</th>
<th>Job Family: Accounting – Professional</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Job Title: Accountant II</th>
<th>Job Title: Accountant III</th>
<th>Job Title: Accountant IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level: 56</td>
<td>Grade Level: 57</td>
<td>Grade Level: 58</td>
</tr>
<tr>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
</tr>
<tr>
<td>Effective/Revision Date: January 2017</td>
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</tbody>
</table>

**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.
- Facilitate complex accounting activities, serve as a subject matter expert, and provide analysis, reporting and compliance applications.

### Core Duties

**Core Duties**

- 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

- 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

- 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
## Basic Qualifications
- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 3 years’ relevant work experience

## Additional Qualifications and Skills
- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic accounting principles
- Demonstrated experience with financial systems and data query tools

## Certificates and Licenses
- CPA Preferred

## Physical Requirements
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting

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## Basic Qualifications
- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 5 years’ relevant work experience

## Additional Qualifications and Skills
- 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
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting

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## Basic Qualifications
- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 7 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
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting
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 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

- 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
### 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

<table>
<thead>
<tr>
<th>Job Function: Finance</th>
<th>Job Family: Accounting - Management</th>
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<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Job Title: Accounting Mgt III</th>
<th>Job Title: Accounting Mgt IV</th>
<th>Job Title: Accounting Mgt V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: F0057M</td>
<td>Job Code: F0058M</td>
<td>Job Code: F0059M</td>
</tr>
<tr>
<td>Grade Level: 57 Exemption: Exempt</td>
<td>Grade Level: 58 Exemption: Exempt</td>
<td>Grade Level: 59 Exemption: Exempt</td>
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**Job Summary**

Manage accounting activities such as reconciliations, analysis, and financial reporting.

**Manage accounting activities, and provides specialized analysis and financial reporting.**

**Manage accounting activities and systems related to: recording, documenting, reporting, and analyzing transactions.**

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<tr>
<th>Core Duties</th>
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</table>
| • 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 | • 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 | • 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 |
## Basic Qualifications
- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 5 years’ relevant work experience

## Additional Qualifications and Skills
- 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

## Certificates and Licenses
- CPA Preferred

## Physical Requirements
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting
# Job Family Matrix

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<tr>
<th>Job Title:</th>
<th>Accounting Mgt VI</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>F0060M</td>
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<tr>
<td>Grade Level:</td>
<td>60</td>
</tr>
<tr>
<td>Exemption:</td>
<td>Exempt</td>
</tr>
<tr>
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<td>January 2017</td>
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</tbody>
</table>

**Job Summary**

Direct timely, accurate accounting activities and provide strategic direction. Collaborate with University wide stakeholders to ensure integrity and compliance.

**Core Duties**

- 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
### Job Family Matrix

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</tr>
<tr>
<td><strong>Job Title:</strong> Controller Mgt V</td>
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</tr>
<tr>
<td><strong>Job Code:</strong> F0159M</td>
<td><strong>Job Code:</strong> F0160M</td>
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<tr>
<td><strong>Grade Level:</strong> 59</td>
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#### 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

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</tr>
<tr>
<td>• Guide financial decisions by monitoring and enforcing policies and procedures</td>
<td>• Establish and implement short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures</td>
</tr>
<tr>
<td>• Prepare and provide leadership, auditors and regulators with monthly, quarterly and annual reporting as required</td>
<td>• Develop accounting and budgetary control processes</td>
</tr>
<tr>
<td>• Oversee financial budgeting process and prepare and maintain budget to actual reporting throughout the year</td>
<td>• Responsible for control activities including accounting, budgeting and reporting</td>
</tr>
<tr>
<td>• Prepare budgets by establishing schedules, collecting, analyzing and consolidating financial data</td>
<td>• Advise leadership on all aspects of financial matters including regulatory and compliance issues</td>
</tr>
<tr>
<td>• Serve as a key resource for systems, policies, and procedures; may provide training to clients and staff</td>
<td>• Envision and plan systems to address organizational challenges</td>
</tr>
<tr>
<td>• Ensure data integrity and mitigate risk</td>
<td>• Collaborate with University-wide finance leadership to develop accounting processes, policies and procedures</td>
</tr>
<tr>
<td>• Ensure financial compliance with University policies and procedures, audit and accounting disclosure requirements, and applicable legal rules and regulation</td>
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</tbody>
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# Job Family Matrix

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

## Basic Qualifications (continued)
- Bachelor's degree in Accounting or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory 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

## Additional Qualifications and Skills (continued)
- 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

## Certificates and Licenses (continued)
- CPA Preferred

## Physical Requirements
- Work is performed in an office setting

## Physical Requirements (continued)
- Work is performed in an office setting

## Working Conditions
- Work is performed in an office setting

## Working Conditions (continued)
- Work is performed in an office setting