



## Finance Job Function

# Financial Associate II

Grade 55

### Summary

Performs multiple diverse and complex accounting and financial management duties for a department or unit. Typically works with multiple sources of funding which may include sponsored research, and federal restricted funds, grants and contracts. Performs audit function to assure accuracy and compliance with internal and external regulations. Works independently in selecting and applying established procedures appropriately. Updates supervisor on status of projects as required. Coordinates responsibilities in several areas of fiscal activity for a department or unit.

### Typical Duties

1. Prepares budget for department, unit, or school working with core or sponsored research funds typically relying on programmatic expertise to independently develop and oversee accounts, monitor balances and reconcile accounts; interpret and administer appropriate university and sponsored research fiscal policies;
2. Reviews and produces financial data providing research and data analysis to present for use in planning and decision making;
3. Prepares multiple complex and varied financial reports (including ad hoc reports) that require selection, preparation, and interpretation of data using complex data query tools;
4. Serves as principal source of information on complex fiscal policies and procedures including federal funding rules, and advises faculty, students, or staff on existing options or alternatives effectively recommending courses of action on fiscal matters;
5. Establishes and manages accounting record keeping systems, and procedures for tracking and reporting, including recommending remedial measures;
6. Will oversee and may assist with processing all payments including vendors invoices, individual reimbursements, and other accounts payable and receivables, and researches discrepancies as required;
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:* Five to eight years of related experience. Strong 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. Desire and aptitude to learn complex data query tools required. May be tested on appropriate computer skills.

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