

Job Number	Job Title	Job Family	Job Description
015600	Accountant - Cost Director	Accounting	Oversees the organization's cost accounting function including maintenance of the standard cost system and closing processes. Develops financial reports to meet internal and external reporting requirements. Ensures compliance with pertinent policies and regulations. Conducts onsite costing studies where necessary. Provides forecast risk and opportunity recommendations to senior management. Bachelor's degree in accounting or finance required and seven years experience.
015500	Accountant - Cost I	Accounting	Conducts studies that provide detailed information regarding the costs of business activity, such as raw material purchases, inventory, labor, etc. Analyzes changes in product design, raw materials, manufacturing methods, rate schedules, or services provided to determine effects on costs. Compares factors affecting prices and profitability of products or services. Bachelor's degree in accounting or finance required and two years experience.
015550	Accountant - Cost II (Senior)	Accounting	Analyzes cost assignments, ensuring that projects are consistent with accepted cost accounting standards. Compares actual versus standard costs and generates variance reports. Develops and maintains metrics for major cost drivers. Assists with preparing monthly, quarterly, and year-end reconciliations. Bachelor's degree in accounting or finance required and four years experience.
015700	Accountant - Cost Manager	Accounting	Manages the cost accounting functions of an organization. Installs cost control procedures, conducts special cost studies, and develops or improves methods of controlling and calculating costs. Bachelor's degree in accounting or finance required and six years experience.
015850	Accountant - Cost Supervisor	Accounting	Supervises a staff of cost accountants. Reviews the standard cost systems for completeness and accuracy. Ensures that proper internal controls are in place and performs audits for compliance with Sarbanes-Oxley. Participates in closing activities, including preparing journal entries, management reports, and account reconciliations. Bachelor's degree in accounting or finance required and five years experience.
010630	Accountant - Forensic I	Accounting	Investigates and analyzes financial evidence resulting from insurance claims, fraud, tax crimes, or money laundering. Performs fund tracing and asset identification and recovery. Communicates findings by preparing reports or exhibits. Serves as an expert witness in legal proceedings. Bachelor's degree required and one year experience.
010640	Accountant - Forensic II (Senior)	Accounting	Analyzes and extracts data from client documents pertaining to insurance claims, fraud, tax crimes, or money laundering. Researches origins of financial entries and unrecorded transactions. Performs calculations of economic loss. Conducts forensic audits to identify existing fraud and corruption and look for areas of system vulnerability. Verifies the authenticity of source documents. Bachelor's degree in accounting or finance required, CPA or CFE preferred, and four years experience.
010800	Accountant - International Tax Director	Accounting	Develops and implements tax planning strategies. Directs the international tax compliance functions. Provides technical assistance on international matters related to IRS audits. Ensures global tax compliance requirements are met. Serves as a subject matter expert on domestic and international tax issues and laws. Master's degree and CPA certification required, and ten years experience.
010700	Accountant - International Tax I	Accounting	Researches and analyzes international tax planning strategies. Leads project work. Prepares tax filings and provisions. Assists and supports quarterly and year-end tax processes. Assists with domestic and international tax audits. Works with non-finance groups to increase tax knowledge. Bachelor's degree required and two years experience.
010750	Accountant - International Tax II (Senior)	Accounting	Ensures the monitoring, reporting, and accounting of international taxes. Coordinates the preparation and review of income tax filings and payments. Prepares tax-related footnotes in the financial statements. Maintains knowledge of developments in the international arena. Formulates tax-efficient cross-border strategies. Responds to inquiries from regulatory authorities. Bachelor's degree required and four years experience.

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010850	Accountant - International Tax Manager	Accounting	Supports the international tax group in tax planning, risk management, and tax compliance support. Reviews tax and other filings for completion. Remains up-to-date on current tax laws and practices. Provides guidance to staff. Master's degree and CPA certification preferred, and eight years experience.
010900	Accountant - International Tax Supervisor	Accounting	Supervises quarterly tax calculations and preparation of statements. Performs research and analysis of tax laws. Monitors international income tax filing requirements. Maintains tax calendar for filings. Develops long-term, sustainable effective tax rate (ETR) solutions. Trains and supervises staff. Bachelor's degree required, CPA certification preferred, and six years experience.
010950	Accountant - Investment I	Accounting	Records corporate trading transactions and prepares monthly and quarterly financial statements. Reviews financial data and advises on short and long term asset-selection strategies. Distributes financial data upon request. Reviews market quotes and researches market valuations. Assists with monthly reporting, audit requests, and other asset reporting needs. Manages and reconciles corporate checking accounts as needed. Bachelor's degree required and one year experience.
010960	Accountant - Investment II (Senior)	Accounting	Oversees the preparation of monthly and quarterly financial statements. Completes analysis on the performance of investments. Analyzes data and prepares investment sections of 10Q and 10K Securities and Exchange Commission (SEC) reports. Monitors and tests internal controls ensuring they are properly designed and operating effectively. Assists with implementing new accounting guidelines and ensuring compliance. Bachelor's degree required and four years experience.
010910	Accountant - Mutual Funds I	Accounting	Completes funds processing in a timely manner and within compliance requirements. Organizes and controls workflow. Performs reconciliation of account balances and activities. Responds to inquiries and supports audit activities. Monitors and updates daily trading, general ledger activity, and pricing of funds. Assists in updating and maintaining departmental procedures. Prepares tax projections and analyses. Bachelor's degree required and two years experience.
010915	Accountant - Mutual Funds II (Senior)	Accounting	Calculates net asset values for assigned funds. Reviews daily activity for mutual funds and updates interest, dividend rates, and prices. Ensures financial reporting is completed in a timely manner. Coordinates payments of fund fees and expenses. Bachelor's degree required and three years experience.
010985	Accountant - Mutual Funds III (Lead)	Accounting	Researches and reconciles account assets and liabilities. Prepares financial and regulatory reports. Enters share pricing and distribution information into accounting and trading systems. Provides guidance and training to less experienced fund accountants. Bachelor's degree required and four years experience.
010920	Accountant - Public - Certified I	Accounting	Provides federal, state, and local tax planning and preparation. Handles IRS and state authorities correspondence. Assists management with financial decisions. Provides accounting and auditing support. Bachelor's degree and CPA certification required, and two years experience.
010925	Accountant - Public - Certified II (Senior)	Accounting	Performs analyses and reviews reconciliations on organizations' financial information. Provides support for monthly and year-end closing processes. Develops and maintains systems of internal controls. Participates in audits and tax preparations. Bachelor's degree and CPA certification required and three years experience.
010955	Accountant - Public - Certified III (Lead)	Accounting	Conducts complex analyses on financial data. Researches exceptions and variances, addressing items that need to be corrected. Supports less senior staff members on special projects and reviews their work. Interacts with internal and external auditors. Bachelor's degree and CPA certification required and four years experience.
010930	Accountant - Public - Non-Certified I	Accounting	Provides tax planning and preparation for individuals and businesses. Performs financial analysis and account reconciliations. Performs period-end closing processes. Plans, executes, and completes audits, reviews, and full-disclosure compilations. Bachelor's degree required and two years experience.

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010935	Accountant - Public - Non-Certified II (Senior)	Accounting	Provides tax planning and preparation for individuals and businesses. Assists with reviewing the work of less senior associates. Performs financial analysis and account reconciliations. Conducts period-end closing processes. Plans, executes, and completes audits, reviews, and full-disclosure compilations. Bachelor's degree required and three years experience.
010970	Accountant - Public - Non-Certified III (Lead)	Accounting	Supports less senior staff members on special projects and reviews their work. Performs financial analysis of a more complex nature. Prepares forecasts and budgets. Leads the period-end closing processes. Evaluates processes and identifies areas for improvement. Bachelor's degree required and four years experience.
018600	Accountant - Tax Director	Accounting	Maintains tax records, returns, and related reports to ensure compliance with federal, state, local and/or international tax regulations. Analyzes existing and upcoming tax legislation. Ensures data integrity and compliance with SOX. Assists in all tax related audits. Evaluates proposed transactions and investments, with focus on tax implications. Provides analysis and options to improve tax efficiency. Develops and documents departmental procedures. Bachelor's degree required, CPA certification preferred, and seven years experience.
018500	Accountant - Tax I	Accounting	Prepares federal, state, or local tax returns of organization. Advises management regarding tax consequences of business, internal programs, activities, and other transactions. Develops policies and strategies for minimizing organization tax obligations. Represents the organization before governmental taxing entities as needed. Maintains organization tax records. Design tax record systems. Bachelor's degree in accounting or finance required and two years experience.
018550	Accountant - Tax II (Senior)	Accounting	Analyzes tax and accounting records and reports. Prepares or reviews statistical and financial reports, local, state, federal, and/or international tax returns prepared by other staff members. Assists in responding to federal and state audit inquiries and claims. Provides tax research assistance. Responds verbally or in writing to state notices. Bachelor's degree required and three years experience.
018560	Accountant - Tax III (Lead)	Accounting	Provides tax-related advice to the organization. Analyzes expenditures and invoices to assess taxability. Researches current and proposed tax legislation for impact to the organization. Leads preparation and review process of tax returns and other related documentation. Assists with internal and external audits. Handles tax issues and problems of a more complex nature. Bachelor's degree required and four years experience.
018700	Accountant - Tax Manager	Accounting	Manages the tax accounting function of an organization. Oversees the preparation of federal, state, or local tax returns and related reports. Ensures compliance with periodic tax payments, information reporting, and other tax authority requirements. Reviews financial accounts and records and ensures federal, state, and city tax liabilities are determined in accordance with prescribed rates, laws and regulations. Represents organization before governmental taxing entities. Bachelor's degree in accounting or finance and CPA required, and six years experience.
018650	Accountant - Tax Supervisor	Accounting	Prepares federal and state tax returns. Reviews tax returns prepared by other staff members. Supervises staff and participates in training. Ensures quarterly tax payments and provisions are filed in a timely manner. Assists with responses to tax authority inquiries. Researches, analyzes, and documents tax consequences for investment projects. Handles tax audits. Bachelor's degree required and five years experience.
010940	Accountant - Trust I	Accounting	Assists in managing the organization's treasury activities. Analyzes organizational and personal trust portfolios and recommends changes. Works with clients to resolve discrepancies. Maintains accounting records and transactions to produce documents in accordance with GAAP and other regulatory requirements. Performs reconciliations. Bachelor's degree required and two years experience.
010945	Accountant - Trust II (Senior)	Accounting	Performs periodic reviews of trust agreements and ensures that all supporting accounting documentation is in compliance with regulatory requirements. Notifies trust account administrators of changes in tax laws that could impact its management. Prepares simple to moderately complex tax returns on assigned trust accounts. Participates in audits of the trust portfolio. Bachelor's degree required and three years experience.

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010980	Accountant - Trust III (Lead)	Accounting	Reviews financial statements and tax filings prepared by less senior staff members. Prepares more complex tax returns. Works closely with investment officers and trust administrators to identify tax and other accounting considerations for the trust portfolio. Represents the organization during audits. Bachelor's degree required and four years experience.
010100	Accountant I	Accounting	Computes and prepares data for journal entries and reviews general ledger and related financial statements. Assists with the preparation of financial statements, ledgers, reports and taxes. Assists with financial reporting. Bachelor's degree required in accounting or finance required.
010500	Accountant II (Senior)	Accounting	Prepares consolidated financial statements including balance sheets, profit and loss, and subsidiary statements. Reviews and analyzes general ledger account balances. Verifies accuracy and makes recommendations for corrections. Prepares monthly reconciliations and balance sheets. May provide guidance to lower level employees. Bachelor's degree in accounting or finance and two years experience.
010600	Accounting Analyst I	Accounting	Compiles monthly, quarterly, and annual financial statements. Gathers, processes, analyzes, and evaluates financial data. Verifies compliance with policies, procedures, internal controls, and GAAP. Supports audit requirements. May act as team lead. Bachelor's degree required and two years experience.
010610	Accounting Analyst II (Senior)	Accounting	Prepares and reviews management reports. Oversees the preparation of monthly, quarterly, and annual financial activity and assists with complex accounting tasks. Assists with developing policies and procedures and maintaining adherence to internal controls and GAPP. Supervises and mentors team as needed. Bachelor's degree required and four years experience.
010620	Accounting Assistant	Accounting	Performs basic accounting support duties. Maintains files for record keeping. Posts ledger and general journal entries. High school education required and two years experience.
011000	Accounting Clerk I	Accounting	Performs routine accounting duties. Prepares and posts recurring, standard and monthly journal entries. Prepares bank account reconciliations and documents discrepancies. Completes month-end closing procedures. Refers difficult problems to higher level accounting employees. High school education or equivalent required.
011500	Accounting Clerk II (Senior)	Accounting	Performs non-routine, moderately complex accounting functions. Analyzes and processes transactions in all accounting areas. Reviews bank reconciliations and determines disposition of discrepancies. Resolves complex issues. Prepares summaries, reports, charts, and/or graphs as requested. Possesses a thorough knowledge of bookkeeping procedures. High school education or equivalent required and two years experience.
012100	Accounting Director	Accounting	Plans and directs the work of the accounting function for the organization. Maintains the integrity of the financial accounting system and produces reports for management use. Oversees all accounting transactions related to the general ledger, accounts receivables, accounts payables, purchasing, and fixed assets. Performs financial analyses and makes recommendations on new product lines and changes to existing product lines. Communicates effectively with both accounting and non-accounting team members. Ensures financial compliance and timely reporting. Bachelor's degree in accounting, finance, or business is required, CPA or MBA preferred, and seven years experience.
012000	Accounting Manager - General	Accounting	Manages the general accounting functions and accounting staff. Maintains compliance with generally accepted accounting procedures (GAAP). Ensures the accurate and timely general ledger and period-end closings. Prepares or supervises the preparation of balance sheets, profit-and-loss statements, data forecasts, cash flow data, and other reports. Reconciles assets and liabilities. Conducts asset valuations and participate in budget planning process as needed. Bachelor's degree in accounting or finance required and six years experience.
010650	Accounting Specialist	Accounting	Performs various analytical and review functions to ensure accounting accuracy. Assists with monthly closing process. Records general ledger entries. Compiles reconciliations. Assists in preparing budgets and forecasts. Codes and processes payables and receivables. Associate's degree required and two years experience.

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011700	Accounting Supervisor	Accounting	Supervises the work of accountants and accounting clerks in the maintenance and preparation of accounting ledgers, journals, and financial statements. Reviews account reconciliations, accruals, and financial statements for reasonableness and compliance with generally accepted accounting principles (GAAP). Analyzes and prepares reports as required. Possesses a thorough knowledge of GAAP, federal regulations, and organization's policies and procedures as they relate to financial statements. Bachelor's degree in accounting or finance required and four years experience.
012200	Accounts Payable/Receivable Clerk	Accounting	Performs non-routine, moderately complex accounts payable/receivable functions. Pays bills for the organization and maintains the accounts payable ledger and/or processes and corrects billing records, credit and collection activities and maintenance of the accounts receivable ledger. Analyzes and processes transactions. High school education or equivalent required and two years experience.
012300	Accounts Payable/Receivable Coordinator	Accounting	Ensures all accounts payable/receivable documents are compiled according to established procedures. Verifies and prepares invoices for entry. Keeps detailed records of all incoming and outgoing checks. Posts daily cash receipts and performs monthly reconciliations. Distributes monthly financial reports. Prepares month- and year-end closings. Associate's degree required and two years experience.
012800	Accounts Payable/Receivable Manager	Accounting	Manages the activities and personnel of an organization's accounts payable/receivable section. Develops policies and procedures regarding bill payment, credit and collection activities, and billing investigations. Recommends the amount of working capital necessary to finance accounts payable and/or receivable. Oversees the maintenance of accounts payable/receivable ledgers. Bachelor's degree in accounting or finance and six years experience.
012600	Accounts Payable/Receivable Supervisor	Accounting	Supervises the accounting clerks in the payment of bills for the organization, maintenance of the accounts payable ledger, and/or the processing and correction of billing records, credit, and collection activities and maintenance of the accounts receivable ledger. Associate's degree and four years experience.
012900	Assurance Associate I	Accounting	Addresses client concerns. Drafts financial statements. Prepares portions of compilations, reviews, and audit engagements. Bachelor's degree required and one year experience.
012950	Assurance Associate II (Senior)	Accounting	Reviews and prepares financial statements and disclosures. Oversees the preparation of compilations, reviews, and audit engagements. Acts as client customer relations by addressing concerns and escalated problems. Monitors and reports productivity of staff. Bachelor's degree required and three years experience.
012960	Assurance Manager	Accounting	Develops and maintains client relationships. Establishes expectations to be delivered. Participates in performing audit procedures. Prepares financial statements. Examines financial and accounting records. Manages associates by delegating responsibilities and reviewing work. Bachelor's degree required and five years experience.
014600	Auditing Director	Accounting	Leads and directs the organization's financial audit function. Ensures auditing department provides a continuous risk-based review and evaluation of the organization's internal control structure, including its efficiency and effectiveness of operations, reliability of financial reporting, and compliance with laws and regulations. Bachelor's degree required and seven years experience.
014500	Auditing Manager	Accounting	Manages the independent protective and constructive audits of organization controls, financial records, and operations. Ensures examination of department records to insure proper recording of transactions and compliance with applicable laws. Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with organization's policies or procedures. Reports findings and recommendations to management. Bachelor's degree required and five years experience.

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013500	Auditor I	Accounting	Conducts financial and operational audits by verifying and examining accounting ledgers, statements, invoices, records, procedures, and other statistical information within the corporation. Determines effectiveness of financial and control systems. Reviews records to ensure proper recording of transactions and conformance to laws, policies, and procedures. Prepares reports of findings and makes recommendations for improvements and corrections. Bachelor's degree required and two years experience.
014000	Auditor II (Senior)	Accounting	Performs as in-charge auditor on assigned field audits. Examines the accounts, records, and operations of assigned segments of the organization to ensure compliance with set procedures and policies. Determines appropriate methods of examination while causing minimal disruption to normal operations. Prepares all necessary reports of findings. Recommends corrective action necessary to resolve problems that are found during the audit process. Researches and recommends procedures to improve effectiveness of audit function. Bachelor's degree required and three years experience.
014300	Auditor III (Lead)	Accounting	Leads and oversees the completion of multiple projects of varying complexities to evaluate internal controls, with a focus on financial, operational, and compliance risks on a corporate-wide basis. Projects include evaluation of controls over, and efficiency of, internal business processes and procedures, controls to ensure compliance with applicable laws, regulations and contractual obligations, and special requests of executive and senior management and the audit department. Bachelor's degree required and four years experience.
014400	Billing Clerk	Accounting	Gathers billing-related information from purchase orders, sales tickets, and other documentation. Prepares and sends invoices to customers consistent with contractual requirements and obligations. Answers questions on billing issues. Researches and resolves simple billing problems. High school education or equivalent required.
014450	Billing Supervisor	Accounting	Supervises billing staff, providing training and guidance on policies. Oversees the billing process and identifies areas for improvement. Addresses escalated billing questions and issues. Prepares and processes more complex customer invoices. Associate's degree required and four years experience.
014900	Bookkeeper I	Accounting	Performs general ledger balancing, back office processing, and general accounting duties. Ensures policies and procedures are followed. Maintains personnel payroll records and files. High school education required and two years experience.
014920	Bookkeeper II (Senior)	Accounting	Performs day-to-day financial activities and general accounting functions including accounts payable/receivable, payroll, benefits, reconciliations, and budget preparation. Serves as the primary contact for vendors and customers. Ensures compliance with local, state, and federal budgetary reporting requirements. Associate's degree preferred and three years experience.
014940	Bookkeeping Supervisor	Accounting	Provides leadership and coordination of office functions. Supervises accounts payable/receivable functions and budget preparation. Prepares reports and analyses for management. Ensures accounting procedures conform to GAAP. Recruits, trains, and supervises support staff. Associate's degree required and four years experience.
142400	Collections Manager	Accounting	Organizes and manages staff activities. Reviews documentation generated by the department to ensure its accuracy and compliance with organization policy. Possesses knowledge of legal and collections issues and makes changes to procedures when necessary. Manages bankruptcies, repossessions, and charge-offs. Interacts with customers on more complex accounts. Reviews and reports on charge-off, recovery, and general operations of the department. Bachelor's degree preferred and four years experience.
142200	Collector I	Accounting	Evaluates and adjusts delinquent installment loans, credit card accounts, and other lines of credit. Contacts delinquent accounts by telephone, fax, or mail to request payments to bring the account to current status. Assists customer with terms to secure payments for the past due amount or establishes an alternative payment plan. Attempts to locate customers who cannot be located using existing records. Documents collection activities and recommends accounts for charge-off. High school education or equivalent required.

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142300	Collector II (Senior)	Accounting	Guides less experienced collectors and may supervise a segment of the collection operations. Evaluates and adjusts delinquent installment loans, credit card accounts, and other lines of credit. Adjusts accounts that have become seriously delinquent. Contacts delinquent accounts by telephone, fax, or mail to request payments to bring the account to current status. Assists customer with terms to secure payments for the past due amount or establishes an alternative payment plan. Attempts to find customers who cannot be located using existing records. Documents collection activities and recommends accounts for charge-off. High school education or equivalent required and two years experience.
015300	Controller	Accounting	Acts as financial advisor to the CFO by providing financial analysis, planning, and budget control (this position is not the top financial executive). Advises on profitability of organization and assets. Works with CFO to develop strategic and long-term financial goals and regulatory compliance of reporting. Bachelor's degree required, CPA preferred, and eight years experience.
015250	Controller - Assistant	Accounting	Manages the accounting functions under the general direction of the Controller, including establishing and maintaining accounting principles, practices, and procedures. Provides oversight and coordination of operating reports and statutory filings, establishes and maintains financial controls, and manages a staff of accountants. Assists in setting strategic direction for the accounting department, aligning department goals to help achieve its objectives. Bachelor's degree required, CPA preferred, and six years experience.
017500	Payroll Clerk I	Accounting	Records, maintains, checks, and balances time cards and salary changes through payroll according to detailed procedures. Compiles time worked from time cards or records and calculates pay including standard deductions and taxes. Prepares input for automated payroll system or posts to manual records. Prepares reports by computing and compiling figures. Counts, balances, and distributes payroll checks. High school education or equivalent required.
017700	Payroll Clerk II (Senior)	Accounting	Records, maintains, checks, and balances time cards and processes salary changes through payroll for accurate calculation of employees' pay. Compiles and calculates pay including deductions, taxes, incentive earnings, overtime, sick pay and holiday pay. Compiles and calculates special reports involving complex calculations such as employee benefits. Prepares input for automated payroll system or manual records. High school education or equivalent required and three years experience.
017800	Payroll Coordinator	Accounting	Enters, corrects, verifies, and transmits payroll information in the payroll system. Sorts and distributes payroll checks to supervisors and processes manual checks when required. Maintains records with accrual information related to vacation, basic, and supplemental time, employee accounts receivables, and all payroll related files. Enters employee data information in the system and maintains employee files. Answers calls/correspondence related to payroll checks. Reports monthly wage and labor statistics. Ensures that all court orders for garnishments are communicated to employees and information is relayed to payroll system. Associate's degree required and two years experience.
018100	Payroll Manager	Accounting	Manages the operational activities related to the generation and distribution of payroll checks for the employees processed as part of centralized payroll operations. Participates in the resolution of payroll related issues. Bachelor's degree required and five years experience.
018000	Payroll Supervisor	Accounting	Supervising payroll personnel to ensure proper processing and the generation of the organization's payroll, vacation leave, sick leave, overtime, taxes, and relocation. Prepares and submits federal, FICA, and state income tax deposits, employer contributions, and special allowances. Prepares journal entries and reconcile payroll and tax ledger account and W-2s. Possesses a thorough knowledge of payroll tax regulations. Bachelor's degree required and three years experience.

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018400	SALT Associate I	Accounting	Provides client service in regards to state and local tax (SALT) issues including compliance, advisory services, planning, technology, and controversies. Assists with analyzing state tax documents. Prepares clients for discussions with auditors. Researches and drafts memoranda regarding tax questions. Bachelor's degree required and one year experience.
018450	SALT Associate II (Senior)	Accounting	Assists with advising clients on state and local tax (SALT) implications. Evaluates and selects alternative actions to lessen the burden and cost of compliance and ensures clients comply with all applicable authorities. Handles routine questions from federal and state agencies. Represents clients at hearings and appeal meetings and prepares protests. Bachelor's degree required and three years experience.
018460	SALT Director	Accounting	Prepares studies of state and local tax (SALT) implications and outlines alternative courses of action. Conducts investigations and research when appropriate. Ensures clients comply with applicable authorities. Handles all inquiries from federal and state agencies regarding tax issues and questions. Monitors tax consulting projects. Understands and applies industry standards and firm policies. Bachelor's degree required and seven years experience.
018470	SALT Manager	Accounting	Reviews information presented on state sales and local tax (SALT) returns before, during, and after preparation. Assists multi-state companies with state and local tax controversies. Assists with the business development, management, and delivery of SALT services. Manages and mentors support staff. Manages project budgets. Bachelor's degree required and five years experience.
018150	SEC Audit Manager	Accounting	Oversees financial statement audits. Manages processes for all SEC filings. Conducts technical research including SEC and GAAP disclosures. Works with external auditors. Tests internal controls. Writes management discussion and analysis for periodic reports. Assists in drafting responses for SEC comment letters. Manages support staff. Bachelor's degree and CPA certification required, and five years experience.
008800	Partner	Executive Management	Develops the vision and strategies of the firm and communicates long-term goals. Ensures that short-term goals, objectives, and tasks are in alignment. Builds consensus and gains commitment throughout the partnership. Effects change and executes strategies. Provides day-to-day management oversight. Trains and supervises associates. May be a non-equity partner. Master's degree or higher required with extensive experience.
008830	Partner - Managing	Executive Management	Serves in the chief executive role for the firm. Directs the firm's strategic planning process including the financial plan and evaluates for growth opportunities. Manages critical vendor relationships and builds alliances with other individuals and firms as needed. Establishes goals for the firm's partners and monitors their progress towards achieving them. Is an equity partner. Master's degree or higher required with extensive experience.
008850	Partner - Senior	Executive Management	Ensures services are rendered in a professional, ethical, timely, and economical manner. Supervises and coordinates work activities of department heads. Conducts meetings with associates and support staff. Enforces the policies and procedures of the firm. Monitors the firm's performance and ensures financial soundness. Ensures compliance with applicable federal, state, and local legal requirements. Is an equity partner. Master's degree or higher required with extensive experience.
014700	Budget Analyst	Finance	Assists in the development, analysis, and execution of budgets that are used to allocate current resources and estimate future financial requirements. May use cost-benefit analysis to review financial requests. Assesses program trade-offs and explores alternative funding methods for budgeted items. Prepares budget summaries for senior management review and approval. Monitors budget throughout the year to determine if funds have been spent as allocated. Recommends program cuts or reallocation of excess funds as needed. Bachelor's degree in accounting or finance required and two years experience.

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014720	Budget Director	Finance	Prepares, maintains, and controls the organization's operational budget and disbursement of funds. Analyzes financial data and prepares reports for upper management. Approves financial standards, policies, and procedures. Develops annual expense and revenue forecast. Oversees the direction of support staff. Ensures adherence to the organizations budgeting and financial management policies, procedures, and compliance with all local, state, and federal regulations. Oversees departmental strategic planning and budget. Bachelor's degree required, Master's degree preferred, and eight years experience.
014800	Budget Manager	Finance	Manages the budget process for an organization through subordinate budget analysts. Directs work involving reporting and analyzing operational expenses, developing savings recommendations and operational forecasts for organization and subsidiary operations. Establishes operating procedures and reporting instructions. Reviews operating budget reports and performs analyses of related data as needed. Directs the preparation of detailed twelve-month rolling forecasts based on marketing and budgeting impact. Bachelor's degree in accounting or finance required and five years experience.
014950	Cost Analyst I	Finance	Assists in setting standard cost amounts, obtaining information from other departments when necessary. Prepares cost reports which compare actual expenditures against budgeted amounts. Evaluates budget estimates and ensures that they are complete and accurate. Bachelor's degree required and two years experience.
014960	Cost Analyst II (Senior)	Finance	Prepares cost reports which include such information as expenses, labor, production variances, and volume. Analyzes cost trends for the business and makes recommendations to assist in long-range planning. Partners with operations to identify areas for cost reduction and improvement. Bachelor's degree required and three years experience.
014980	Cost Analyst Manager	Finance	Manages the cost analysis function for the organization. Establishes departmental processes and procedures, communicates expectations, and trains staff. Develops the organization's projects coding system and cost control system. Prepares presentations based on cost analyses for senior management. Bachelor's degree required and six years experience.
015010	Credit & Collections Analyst I	Finance	Reviews financial data, payment history, and credit reports to establish customer credit limits. Assists with developing collection goals. Contacts customers to collect on past due invoices. Researches account discrepancies. Resolves simple account issues and escalates those that require further adjustment. Bachelor's degree preferred and three years experience.
015020	Credit & Collections Analyst II (Senior)	Finance	Performs detailed credit reviews for a group of customer accounts. Evaluates the risk in extending credit lines for new and existing customers. Handles collection calls and addresses escalated account issues. Prepares trend reports for management. Bachelor's degree preferred and four years experience.
015040	Credit & Collections Manager	Finance	Develops the organization's credit policies and enforces compliance with these policies. Maintains necessary documentation to meet audit requirements. Creates collection systems and processes which maximize productivity of collections staff. Identifies accounts which will require legal action. Bachelor's degree required and five years experience.
143000	Credit Analyst I	Finance	Conducts investigation and analysis of routine financial data to facilitate the credit extension decision-making process. Utilizes credit-reporting services to compile reports regarding the credit history of potential customers. Researches and analyzes financial statements. Interprets findings and prepares reports of financial position and credit worthiness. Assists with preparation of presentations to loan committees or customers. Maintains loan documentation files and monitors compliance with terms of loan agreements. Monitors the financial position of established accounts and brings irregularities to the attention of the loan officer. Bachelor's degree in finance, accounting, or business administration required.

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143100	Credit Analyst II (Senior)	Finance	Conducts investigations and analyzes complex financial data to facilitate credit extension decisions. Utilizes credit-reporting services to compile reports regarding the credit history of potential customers. Researches and analyzes financial statements, interprets and prepares reports of financial position and credit worthiness, and offers opinions regarding financial strength and credit worthiness of customers. May make credit presentations. Maintains loan documentation files and monitors compliance. Monitors the financial position of established accounts and brings irregularities to the attention of the loan officer. Bachelor's degree in finance, accounting, or business required and one year experience.
143160	Credit Analyst III (Lead)	Finance	Recommends credit risk solutions that increase the value of underwriting for lending operations. Analyzes customers' collateral, financial statements, and cash flow. Prepares loan presentations for credit approvals of a moderately complex nature. Leads predictive modeling and analytic projects. Mentors less experienced credit analysts and monitors their documentation for credit reviews. Bachelor's degree in finance, accounting, or business required and two years experience.
143170	Credit Analyst Manager	Finance	Oversees the credit analysis function within the organization. Develops and manages credit policies and procedures. Ensures that thorough evaluation of financial documents such as financial statements, tax returns, profit and loss statements, and credit bureau reports are completed in order to make informed credit decisions that minimize the organization's risk. Bachelor's degree in finance, accounting, or business required and five years experience.
143150	Credit Analyst Supervisor	Finance	Supervises and assists credit analysts in conducting investigations and analyzing complex financial data to facilitate credit extension decisions. Provides opinions regarding financial strength and credit worthiness of complex customer cases. Ensures credit analysts are monitoring the financial position of established accounts and bringing irregularities to the attention of the loan officer. Bachelor's degree in finance, accounting, or business required and three years experience.
015750	Economist	Finance	Compiles, analyzes, and reports data to address economic problems and trends. Conducts research to support analytical solutions, develop economic models, and interpret project results. Advises and consults senior staff on economic relationships. Master's degree required and five years experience.
015900	Finance Director	Finance	Directs the preparation of financial reports that summarize and forecast the organization's financial position, such as income statements, balance sheets, and analyses of future earnings or expenses. Oversees the accounting, audit, and budget departments. Directs the organization's issuance of credit by establishing credit-rating criteria, determining credit ceilings, and monitoring the collections of past-due accounts. Bachelor's degree required and seven years experience.
016100	Financial Analysis Director	Finance	Oversees all aspects of financial reporting and analysis for the organization. Directs a team to evaluate operating activities, revenues, and profitability of retail and ancillary services. Maintains management reports including creation of new policies and procedures where appropriate. Develops appropriate benchmarks, the identification of trends and variances, and an assessment of underlying business practices. Emphasizes opportunities to control and reduce cost. Bachelor's degree in accounting or finance required and seven years experience.
016000	Financial Analyst I	Finance	Provides simple to moderately complex financial analyses. Monitors actual results of financial data against plans, forecasts, and budgets. Gathers, organizes, and documents relevant financial information. Bachelor's degree in accounting or finance required and two years experience.
016200	Financial Analyst II (Senior)	Finance	Performs a broad range of planning and analysis. Monitors actual results of financial data against plans, forecasts, and budgets, determines trends, and explains financial results. Prepares detailed reports and presentations for review by all levels of management. Consolidates a wide range of operating and financial projections for the development of short-term and long-term business plans. Bachelor's degree in accounting or finance required and three years experience.

Job Number	Job Title	Job Family	Job Description
016250	Financial Analyst III (Lead)	Finance	Conducts financial analyses with a high degree of complexity. Participates in the financial review process and other plan presentations with senior management, offering interpretation beyond the data. Recommends changes in processes and modeling tools that will improve the accuracy of the analyses and forecasts. Provides technical support on financial analysis projects. Bachelor's degree in accounting or finance required and five years experience.
016500	Financial Planning Manager	Finance	Manages the financial analysis and report generation activities designed to protect assets, meet reporting requirements, and effectively plan for financial needs of the organization. Assures optimum utilization of financial resources through sound forecasting and cash management. Develops short and long-term business plans. Bachelor's degree in finance required and six years experience.
167810	Risk Management Director	Finance	Directs the work of the risk management staff. Develops and implements safety/loss control policies, procedures and guidelines to mitigate claims and losses. Provides guidance and training to others within the organization to facilitate identification, evaluation, and management of significant operational risks. Manages relationships with insurance carriers, ensuring adequacy of coverage, negotiating terms, and overseeing claims administration. Bachelor's degree required and seven years experience.
167820	Risk Management Specialist	Finance	Handles day-to-day claims activity for the organization including workers compensation, general/product liability, and automobile liability claims. Analyzes loss data for the purpose of identifying opportunities for improvement and prepares reports for management. Bachelor's Degree required or equivalent experience.
167860	Risk Manager	Finance	Manages the risk management and insurance program for the organization. Identifies and analyzes loss exposures, measures the financial impact of risks, and implements appropriate risk management policies. Bachelor's degree in business required and four years experience.
018200	SOX Analyst	Finance	Participates in all aspects of the SOX compliance and certification cycles. Develops and enforces standards for scope and coverage, process mapping, documentation, control evaluations, gap remediation, and certification sign-offs. Assists with the analysis and review of internal control procedures, risk and control matrices, and test plans. Reviews audit reports for SOX issues. Bachelor's degree required and three years experience.
019000	Transfer Pricing Analyst	Finance	Develops and implements processes and policies to streamline transfer pricing. Analyzes pricing strategies and makes recommendations to support customers. Establishes and monitors pricing metrics. Assists with compiling documents and preparing audit files. Bachelor's degree required and three years experience.
019500	Treasury Analyst I	Finance	Handles cash management responsibilities and assists with developing cash forecasts. Prepares period-end bank reconciliations. Analyzes financial performance to identify risk and opportunities. Bachelor's degree required and two years experience.
019550	Treasury Analyst II (Senior)	Finance	Reports current and projected cash balances to senior management and makes recommendations for improving cash flow. Tracks organizational loans, letters of credit, and bank guarantees. Handles foreign currency transactions. Assists with audits and monitors processes to ensure they meet regulatory requirements. Bachelor's degree required and three years experience.