



JOB INFORMATION

Job Code	KA26
Job Description Title	Asst Dir, Fiscal Admin
Pay Grade	FO12
Range Minimum	\$70,830
33rd %	\$89,720
Range Midpoint	\$99,160
67th %	\$108,600
Range Maximum	\$127,490
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/16/2011

JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

JOB SUMMARY

Assists in the financial management for a major organizational unit.

RESPONSIBILITIES

- Performs accounting and financial duties to include preparing, examining, reviewing, and/or analyzing accounting records, financial statements and other financial reports and identifying and implementing corrective actions to ensure conformity with university policies and federal/state laws, rules, and regulations.
- Coordinates budget development and monitoring of accounts to ensure compliance with regulations and guidelines.
- Monitors business operations and performs cost benefit analyses of programs in order to develop, implement, and maintain solutions to financial issues.
- Prepares reports and presents financial analysis data and statistics.
- Develops, implements, modifies, and documents record keeping and accounting systems through use of computer technology.
- Serves as liaison to Business offices, Alumni offices, and other university offices and acts in lieu of Director in his/her absence at meetings regarding budget/financial issues.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Accounting, Finance or related field	and	5 years of	Experience in financial management and accounting	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of accounting and budget principles, practices, and the analysis of financial data.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.