



Family: Business and Finance Services

Level: AM6

Position Profile Title: Supervisor-Finance

Salary Grade: 5

Salary Range:

Minimum: \$ 47,820.00

Midpoint: \$ 64,596.00

Maximum: \$ 81,372.00

PROFILE SUMMARY:

Positions in this job profile assign and participate in the analysis, planning, interpreting and review of the fiscal operations for units within a business center. They supervise work while actively performing daily activities and tasks that support the function or department.

DISTINGUISHING CHARACTERISTICS:

The Supervisor-Finance is distinguished from the Manager 1-F&A Bus Ctr by the responsibility to actively perform the activities of the positions they also supervise. Positions provide supervision and ensure the effective and efficient workflow of the fiscal operations for units within a business center by assigning and participating in the day to day operations of a functional unit.

PRIMARY POSITION RESPONSIBILITIES:

1. Reviews, monitors and approves various fiscal functions in the business center including but not limited to invoices, journal vouchers, vendor payment, reimbursement requests, payroll, and time entry.
2. Ensures compliance with generally accepted accounting principles, University policies and procedures, and State and Federal regulations.
3. Ensures effective and efficient workflow in fiscal transactions to ensure the accounting system output properly reflects unit operations.
4. Reviews, evaluates, and implements corrective action in response to audit findings.
5. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees.
6. Generates reports or directs the preparation and associated evaluation of fiscal function including making recommendations regarding data and narrative reporting and interpretation.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents, policies and practices.

Decisions have major implications on the management and operations of an area within a department; the job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Functions across the University
- College/Department/Unit
- Direct team
- Vendors/Suppliers/Contractors
- Other External Agencies and Institutions

ACCOUNTABILITY:

Results are defined by management, division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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Supervises work of classified employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

Monitors, informs, reports on budgets within the University; reconciles and/or moves funds, drafts and develops budgets within the unit/department.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts University Wide to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Handle sensitive issues and facilitate collaboration at the highest level.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

TYPICAL REQUIREMENTS:

Bachelor's degree in Business, Finance, Accounting, or related field.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.