

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ACCOUNTING

Level C, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for performing specialized or complex financial management functions within an academic or administrative unit.
TYPICAL RESPONSIBILITIES	May include: performing specialized or complex financial management functions within an academic or administrative unit; developing budgetary models; assessing existing financial systems and recommending changes; engaging in business process reviews; administering endowment and investment record systems; conducting broad and complex financial analyses; developing business plans and long range forecasts; designing costing models for university projects; and developing policies and financial systems to support campus-wide financial processes.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding budget modeling and the design of financial systems.
SUPERVISION RECEIVED	Works with considerable latitude. Work is reviewed in terms of achievement of specific goals.
SUPERVISION EXERCISED	May train and allocate work to junior accounting and clerical personnel and provide assistance in the resolution of technical problems.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Completion of the CPA accounting program (CA, CGA or CMA). Minimum of five years of related experience, or the equivalent combination of education and experience.