

# Finance Manager

<b>Working Title:</b>	Finance Manager
<b>Job Family:</b>	Finance
<b>Proposed Classification Title:</b>	Program Manager I/Program Manager II
<b>Proposed Pay Grade:</b>	P37/P38
<b>Job Category</b>	Professional & Scientific

## **Minimum Qualifications:**

**Program Manager I** - Bachelor's degree and 5 years of related experience; OR a Master's degree and 3 years of related experience; OR a Ph.D. or other professional degree and related experience.

**Program Manager II** – Bachelor's degree and 8 years of related experience; OR a Master's degree and 6 years of related experience; OR a Ph.D. or other professional degree and 3 years of related experience.

## **Summary:**

Responsible for the oversight and continuous improvement of Finance service delivery for multiple Finance Service Centers (FSCs). Collaborates closely with FSCs, units served and central finance departments to ensure optimal level of service and compliance. Provides consultation and guidance to unit leadership regarding financial information. Reports to the Associate Vice President for Finance and Support Services.

Supervises multiple Finance Service Centers (FSCs) to ensure:

- Provision of exceptional customer service to units
- Financial needs of units are appropriately addressed
- Teams are trained to be proactive in identifying needs of units
- FSC workloads are efficiently managed and balanced across multiple FSCs
- Consistent direction, guidance, and answers to FSCs questions regarding financial information
- Accounting and reporting compliance and financial oversight
- Assists finance teams with understanding complicated accounting for units

## **Example of Duties:**

- Oversees the daily operations of staff within the FSCs providing the interface with central finance university departments on complicated accounting matters. Responds to questions and assists in developing solutions to complex situations.
- Responsible for managing continuous improvement in for Finance service delivery and serving as a liaison for Workday changes.
- Monitors performance metrics and conducts Workday data auditing, working to deploy strategies for improvements.

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- Facilitates resolution of service delivery issues within the units.
- Maintains working knowledge of all applicable Finance policies and procedures and applies them to complex situations.
- Provides on-going communication and training to Finance Service Centers on Finance policies and processes.
- Communicates broad themes and needs identified by Finance Service Centers to central Finance departments and unit leadership and assists in developing strategies, policies, communications, trainings and programs to improve Finance service delivery.
- Provides input to influence policy development in central offices, i.e. controller, procurement, central research administration.
- Balance workloads and training needs of individual finance specialists--procurement and expense, financial services, and grants finance—within individual FSCs and between FSCs.
- Works with other Finance Managers to ensure financial consistency and compliance across the university.
- Contributes to the positive flow of communication between FSCs and the units they serve.
- Contributes to the positive flow of communication between the FSCs and the Associate Vice President for Finance and Support Services.
- Assists staff in problem resolution, interpretation of all relevant policies, including grants award terms and conditions, SPA policies and procedures, and university policies and procedures.
- Contributes to the development of a common understanding of service levels and expectations of FSC staff and provides professional development as needed.

## Preferred Qualifications:

- Demonstrated understanding of accrual accounting and related finance matters.
- Demonstrated knowledge of large, complex organizations, such as public higher education institutions.
- Demonstrated ability to communicate effectively in a dynamic and diverse customer service environment.
- Demonstrated ability to lead small and large teams while also working as a productive team member.

## Expected Competencies:

- **Accountability** – The ability to actively accept responsibility for consequences of one's actions.
- **Decision Making** – The ability to use balanced judgment and efficiently evaluate all aspects of a situation to make informed decisions that support business objectives.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Business Acumen** – The ability to understand how decisions impact the use of resources within an organization.
- **Results Oriented** – The ability to stay focused on the key activities that consistently achieve goals and produce business results.

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- **Customer Focus** – The ability to anticipate internal and external customer needs that deliver results that exceed expectations.
- **Leadership** – The ability to persuade and positively influence university personnel and/or external stakeholders to accomplish objectives supporting the mission, vision, and goals of the Division.
- **Teamwork** – The ability to build effective working relationships, seek out diverse input, and partner with others to achieve goals
- **Coaching/Developing Mindset** – shares knowledge, skills and expertise in order to encourage and reinforce individual and professional development.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.
- **Change Leader** – ability to be flexible and agile in a dynamic environment while maintaining consistency in leadership.