Assistant Finance Manager

Working Title: Assistant Finance Manager
Job Family: Finance
Proposed Classification Title: Program Coordinator II
Proposed Pay Grade: P36
Job Category: Professional & Scientific

Minimum Qualifications:
Bachelor’s degree and 5 years of related experience; OR a Master’s degree and 3 years of related experience; OR a combination of education and/or related experience totaling 9 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Summary – Assistant Finance Manager:
The Assistant Finance Manager facilitates the delivery of accounting, finance and payroll support of large service teams. This position ensures that large teams of Finance Specialists, Procurement Specialists, and Grants Financial Specialists are operating in a way that ensures consistent and quality delivery of services. This position reports directly to a Finance Manager and has direct supervisory responsibilities for Finance Specialist I/IIIs, Procurement and Expense Specialists, and Grant Financial Specialists within their assigned service team. Utilizing broad expertise in these areas, this position provides guidance in policy interpretation and application, service delivery, and the overall performance management of their assigned teams.

Duties Statements:

Leadership and Supervision:
- For assigned service team, responsible for the hiring of staff, performance management, which includes but is not limited to; conducting performance reviews, addressing unsatisfactory work performance, staff development and training.
- Ensures work is properly assigned across the service team, and ensuring quality assurance of work being performed.
- Facilitates conflict resolution, competing priorities, and issues requiring a higher level customer service.
- Must have knowledge of work performed of the subordinate positions.
- Participates in department meetings and events to maintain knowledge of the department and relationship with the faculty and staff.
- Represents the interests of the University and of service team leadership in the use of resources to meet service and productivity demands within service team goals and strive to promote continual process and quality improvement.
- Ensures assigned service team is trained and knowledgeable on body of work.
- Seeks opportunities to support subordinate knowledge, skills and abilities as they relate to their current position and/or to prepare them for potential future roles and overall career development.
Assistant Finance Manager

Customer Service:
- Provides exceptional finance support and customer service.
- Interacts with Service Teams, Finance Managers, and central Division of Finance departments to provide the best assistance to customers (including cost center managers and fiscal officers).
- Works proactively with units to identify areas of improvement for assigned service team.
- Builds positive relationships with leaders, customers, central Division of Finance, and assigned service team and familiarizes self with their customers (such as staff, faculty, etc.) and related mission, and finances.
- Seeks to develop an understanding of the area being served in order to provide excellent customer service.

Collaboration:
- Interacts and collaborates with Finance Managers, other Assistant Finance Managers, other Finance Services Team (FST) members, HR service teams, and direct service team members to provide an optimal level of financial support.
- Works as a member of a team to ensure excellent customer service and quality service delivery.
- Provides recommendation and guidance to other Specialists to resolve issues and develop solutions for complex or unusual issues.
- Provides input and advice on accounting transactions for both payroll and non-payroll financial business processes.
- Audits accounting transactions for accuracy, and collaborates and coaches Specialists for improved service.

Compliance:
- Maintains accounting controls by preparing and recommending policies and procedures.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, advising management on needed actions, and passing knowledge on to service teams.
- Works closely with Finance Manager and Central Finance departments to ensure all actions of the service team are in compliance with university policy and procedures.

Reporting/Auditing:
- Maintains customer confidence by producing accurate financial information.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Develops, runs, and tests finance reports as needed and as requested by customers or administration.
- Utilizes reports to conduct audits of service team transactions and makes recommendations to Finance manager and central Division of Finance for corrective action.

Preferred Qualifications:
- Possesses a broad knowledge base required to direct staff to the proper subject matter experts, either within the service team or within the central team.
- Knowledgeable in accounting principles and practices and possess accurate math skills.
Assistant Finance Manager

- Possess the ability to communicate effectively, professionally, positively, and effectively with a variety of individuals.
- Demonstrated ability to be flexible in working with other team members and customers.
- Demonstrated ability to work in a collaborative team environment.
- Proven ability to effectively interpret and communicate finance related polices and guidance.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.

Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Growth Mindset** – committed to continuous learning and professional development.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Decision Making** – The ability to use balanced judgment and efficiently evaluate all aspects of a situation to make informed decisions that support business objectives.
- **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.
- **Customer Focus** – The ability to anticipate internal and external customer needs that deliver results that exceed expectations.
- **Accountability** – The ability to actively accept responsibility for consequences of one’s actions.
- **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.