Finance Specialist I

Working Title: Finance Specialist I
Job Family: Finance
Proposed Classification Title: Account Clerk/Account Specialist (level dependent on complexity of Service Team)
Proposed Pay Grade: 509/513
Job Category: Merit

Minimum Qualifications:
Account Clerk:
Three years of experience in responsible office work, including two years experience with bookkeeping procedures, or any combination of related education and experience from which comparable knowledge and abilities can be acquired.

Account Specialist:
Five years of clerical office experience, including three years experience with bookkeeping procedures, OR any combination of directly related post high school education in an accredited school and directly related clerical experience which totals 5 years.

Summary – Finance Specialist I:
The Finance Specialist I provides value added services to areas by performing various tasks related to accounting. They are an integral part of the Finance Service Team (FST) assigned to specific areas. In this capacity, they will perform various tasks, as described below, as well as upon request of other team members. Finance Specialists will work closely with other FST members to provide exceptional customer service as it relates to financial services. Duties of this position include the initiation or review of various Workday business processes including costing allocations, payroll accounting adjustments, accounting journals, and budget amendments. With excellent attention to detail and great time management skills, the Specialist plays an important role in ensuring timely, complete, and accurate financial statements. They will be responsible for running various reports to identify issues proactively and to recommend and act on needed corrections to financial records as a result.

Duties Statements:

Customer Service:
• Provides exceptional finance support and customer service.
• Answers questions, researches and resolves basic financial issues.
• Keeps abreast of University accounting policies and procedures to know how to perform accounting journals in routine situations for their Service Team area.
• Knows when to escalate more complex scenarios to other Financial Specialists.
• Uses own accounting knowledge, source documentation, and departmental and university policies to respond to routine questions.
• Assists other Specialists in providing support to Service Team areas.
• Builds positive relationships with Service Team(s) and customers.
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- Seeks to develop an understanding of the area being served in order to provide excellent customer service.
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Collaboration:
- Works closely with other Specialists to resolve issues and develop solutions.
- Provides input and advice on routine accounting transactions for both payroll and non-payroll financial business processes.
- Works as a member of a team to ensure excellent customer service and quality service delivery.
- Works closely with area business officers to determine appropriate Worktags for various transactions.
- Works with the Grant Finance Specialist to assign the appropriate accounting Worktags.
- Works in close collaboration with the Procurement and Expense Specialist when reconciling invoices and appropriate central offices, as needed.

Accounting (Payroll and Non-Payroll) and Reporting:
- Receives requests for correcting entries from business officers or through review of various financial reports.
- Reviews or prepares entries to ensure compliance with generally accepted accounting principles for routine accrual accounting transactions.
- Understands basic accounting principles for entries common to the area served.
- Researches unusual situations to recommend appropriate accounting treatment and reviews with appropriate university personnel.
- Works to ensure timeliness, accuracy, and adherence to financial transaction cycles, which is critically important to an area’s financial statements.
- Assists areas with internal and external billings to ensure timely and accurate posting to Workday and to University Receivables. Accounting journals may require different approaches in Workday depending on the situation.
- Understands when different approaches are appropriate and ensures the correct approach is utilized.
- Responsible for reconciling funds for areas, if requested, which includes maintaining necessary and auditable files. Works with areas to resolve discrepancies.
- Records deposits for area in Workday, but does not handle cash. While payroll accounting is configured within Workday, certain business processes require completion.
- Works collaboratively with HR teams and areas to establish appropriate costing allocations within certain HCM business processes.
- Works with the Grants Finance Specialists to prepare costing allocations for faculty and staff funding changes. When costing allocations result in payroll posting that needs correction, the Specialist will prepare a payroll accounting adjustment to make corrections within Workday.
- Runs and analyzes reports to identify trends and initiate corrective actions.
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Preferred Qualifications:
- Working knowledge of basic accounting, possess excellent math skills, be comfortable and proficient with the use of computers.
- Possess the ability to effectively communicate 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, team centered 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.