Finance Specialist II

Working Title: Finance Specialist II

Job Family: Finance

Proposed Classification Title: Program Coordinator I/II (level dependent on complexity of Service Team)

Proposed Pay Grade: P33/P35

Job Category: Professional & Scientific

Minimum Qualifications:

Program Coordinator I:
Bachelor’s degree and 2 years of related experience; OR a Master’s degree; OR a combination of education and/or related experience totaling 6 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.

Program Coordinator II:
Bachelor’s degree and 4 years of related experience; OR a Master’s degree and 2 years of related experience; OR a combination of education and/or related experience totaling 8 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 – Finance Specialist II:
The Finance Specialist II provides value added accounting, finance, and payroll expertise to service teams. They are an integral part of the Finance Service Team (FST) assigned to specific areas. This position will use knowledge and skills to provide exceptional customer service as it relates to financial services such as costing allocations, financial accounting, financial reporting, and payroll/accounting adjustments. The primary duties of this position include creating accounting journal entries to maintain accurate financial records; including deposit activity, costing allocations, and budget and accounting adjustments; confirming the financial aspects of payroll, and producing accurate financial statements.

Duties Statements:

Customer Service:

• Provides exceptional finance support and customer service.
• Answers accounting procedure questions by researching and interpreting accounting policy and regulations and resolves complex financial issues.
• Keeps abreast of University accounting policies and procedures to know how to perform accounting journals in complex situations for their Service Team area.
• Handles escalated or complex scenarios.
• Uses accounting knowledge, source documentation, and departmental and university policies to respond to complex questions.
• Provides guidance to other Specialists in providing support to Service Team areas.
Finance Specialist II

- Works proactively with units to identify and meet financial needs such as preparing reports, providing information, processing accounting transactions, journal entries, and assignment of appropriate accounting Worktags in an accurate and efficient manner, and ensuring adherence to standard business processes and procedures.
- Fully comprehends the assigned accounting processes and stays current with changing policies and procedures through appropriate training.
- Familiar with departmental rules, university policy library, employee records, collective bargaining agreement, and merit system rules as they relate to financial transactions.
- Builds positive relationships with Service Team(s) and customers.
- Seeks to develop an understanding of the area being served in order to provide excellent customer service.

Collaboration:
- Collaborates across Finance Service Teams, with HR coordinators, and with other specialists to facilitate optimal 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.
- Works closely with area business officers to determine appropriate Worktags for various transactions.
- Audits accounting transactions for accuracy, and collaborates and coaches other Specialists for improved service.
- Partners with the Grant Finance Specialist to review the accuracy of Worktags.
- Collaborates with the Procurement and Expense Specialist to serve the needs of the Service Team.

Accounting:
- 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, and advising management on needed actions.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.
- Verifies, allocates, posts and reconciles transactions.
- Creates accounting journal entries to maintain accurate financial records.
- Ensures ledger accounts and accrual entries are accurate and complete, per accounting principles.
- Responsible for journal entry adjustments, accurately recording deposits into the accounting system, assigning appropriate accounting Worktags, and reviewing documentation.
- Populates accounting Worktags within Workday.
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- Creates accounting entries, documentation, and justification when adjustments are required.
- Prepares payments by verifying documentation, and requesting disbursements.
- Reconciles funds for customers as needed and maintains necessary and auditable files.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Works to ensure appropriate accounting for monthly billings and reports, petty cash management (when applicable), returned checks, costing allocations (sub processes, stand alone, missing, expired, etc.), correcting accounting entries, as necessary, and resolving and updating other financial issues.
- Identifies and takes action on potential overruns/ underruns and unassigned budget amendments.
- Analyzes and evaluates transactions to determine the correct or most appropriate form of corrections.
- Refers issues to Central Finance department(s), as necessary.

**Payroll:**
- Initiates costing allocations (currently called an EPA) for new hires, prepares adjusting accounting journal entries to change funding sources.
- Works with customers on costing allocations for separated employees regarding vacation and sick leave payouts.
- Routes costing allocations and payroll funding adjustments for approval to fiscal officer or department equivalent.
- Responsible for the financial aspects of semi-monthly payroll, while ensuring deadlines are met.
- Creates/prepares appropriate accounting adjusting journal entries based on customer requests.
- Maintains accurate financial accounting of all payroll.

**Reporting:**
- Summarizes current financial status by collecting information, preparing balance sheet, income/expense statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains customer confidence by producing accurate financial information.
- Produces error-free accounting reports and presents their results.
- 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. Examples of reports include allocations, ad hoc, cash, payroll, reconciliations, aging, etc.
- Analyzes financial information and summarize financial status.
- Maintains financial security by following internal controls at all times. Support month-end and year-end close process.

**Preferred Qualifications:**
- Knowledgeable in accounting principles and practices and possess accurate math skills.
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- 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 policies 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.