

Ohio University – Compensation 2014
Job Family: Finance and Business | Career Track: Individual Contributor

Provides the University with critical information regarding the University's operational, financial, and academic performance. Manages and ensures the financial compliance of the University's finances. Prepares University budgets. Assists leadership in strategic planning. Prepares required reports for external parties. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE</p> <p>Responds to requests for information related to finance, business, and institutional research.</p> <p>OPERATIONS</p> <p>Following established procedures, performs detailed accounting assignments requiring a basic knowledge of accounting theory and principles.</p> <p>Provides specialized or general analysis support in various accounting, finance, business, and/or institutional research functions such as accounts receivable, accounts payable, payroll, cost accounting, general accounting, procurement, budgeting and University reporting.</p> <p>Reviews and analyzes journal vouchers, accounting classifications and other accounting/financial statements, records and reports.</p> <p>Assists higher level accountants, business analysts, buyers, and analysts in a variety of accounting assignments such as: taking trial balances, making adjustments and closing entries, preparing profit and loss statements, inventory, receipts and disbursements, balance sheets, computing and distributing labor, and material and overhead costs.</p>	<p>PEOPLE</p> <p>Responds to complex requests for information related to finance, business, and institutional research. Provides counsel regarding issues based on available data and standard analyses.</p> <p>OPERATIONS</p> <p>Extracts complex data from online systems to support analyses related to the University's finance and business activities including procurement, budgeting, and institutional research.</p> <p>Provides specialized or general analyses using financial and personnel data such as expenditure trends, grants and contract reconciliations and other data to support finance and business processes and University planning.</p> <p>Participates in the annual budgeting and planning process. Reviews historic performance against budget. Prepares budget guidance documents.</p> <p>Provides business analysis expertise to procurement process including drafting RFPs, conducting research, and drafting contracts.</p> <p>Prepares difficult journal entries and maintains complex ledgers according to standard accounting principles. Reconciles and analyzes specific ledgers and transactions. Prepares audited financial reports and accounting entries.</p> <p>Creates required reports for external organizations and for internal use regarding funding, financial activities, grants and contracts, and related activities.</p> <p>Assists in the creation and maintenance of analytical tools that support planning and decision making.</p>	<p>PEOPLE</p> <p>Provides counsel on complex issues based on available data and complex analyses.</p> <p>May instruct and train lower level employees.</p> <p>OPERATIONS</p> <p>Interprets data from the University's systems. Creates reports and makes recommendations based on analysis of data.</p> <p>Makes recommendations to leadership based on complex analyses using University data.</p> <p>Acts as part of a team that creates annual budgets. Creates budgeting and planning documents. Develops budget presentations.</p> <p>Monitors performance against the budget. Approves large transactions. Monitors accounts.</p> <p>Prepares complex financial statements in accordance with accounting procedures such as federal, local, or state reports and tax returns.</p> <p>Responsible for accounting of complex grants and contracts. Provides financial policy and procedure interpretation regarding contracts and grants. Prepares specialized reports.</p> <p>Ensures that all data that is submitted or reported to external parties is accurate. Investigates inaccurate reports.</p>	<p>PEOPLE</p> <p>Works with senior executives to oversee large University-wide financial programs and projects such as the budgeting and planning process.</p> <p>Collaborates with departments within the University to provide research and assessment of activities within departments.</p> <p>OPERATIONS</p> <p>Provides the most complex analysis and interpretation of University data for the budgeting and planning process.</p> <p>Makes presentations and recommendations to the senior leaders of the University based on analyses of operational and financial data.</p> <p>Provides critical data for institutional research. Directs assessment of Ohio University's activities. Analyzes and reports on assessment data.</p> <p>Oversees the execution of contracts. Coordinates with the University's Legal function on procurement contract terms.</p> <p>Identifies opportunities for strategic sourcing. Makes recommendations to leadership on procurement and sourcing strategies.</p>	None specified.

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Requirements	Knowledge and expertise in concepts, principles, and practices of finance and business typically obtained through a Bachelor's degree in finance, business, or related field and 0 to 2 years of finance and business experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of finance and business typically obtained through a Bachelor's degree in finance, business, or related field and 2 to 4 years of finance and business experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in theories, concepts, and practices of finance and business typically obtained through a Bachelor's degree in finance, business, or related field and 4 to 6 years of finance and business experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Expert knowledge and expertise in theories, concepts, and practices of finance and business typically obtained through a Master's degree in finance, business, or related field and 4 or more years of finance and business experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	

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