

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

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.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE Supervises the day-to-day work of employees performing routine tasks.</p> <p>OPERATIONS Ensures that business processes and procedures are followed within work unit.</p> <p>Prepares financial statements and journal entries and reviews work output of direct reports.</p> <p>Audits BobcatBuy expenditures and transactions.</p> <p>Supervises the procurement process. Prepares receipts and invoices. Compares prices, researches suppliers.</p>	<p>PEOPLE Supervises the work of a group of employees performing diverse but related tasks.</p> <p>OPERATIONS Sets day-to-day objectives for work group. Monitors group's performance. Oversees the development of processes and procedures for group. Ensures all activities are in compliance with GASB and federal, state, and local laws, regulations, codes, and/or standards.</p> <p>Audits transactions related to a variety of finance and business activities such as requisitions, Pcards, and internal billing.</p> <p>Monitors budgets and advises leadership on matters related to own area.</p> <p>Coordinates year-end closing processes. Oversees processing of invoices, billing, and account reconciliation to ensure activities of the team adhere to University policies and practices.</p> <p>Responds to customer inquiries and requests. Performs and reviews data analysis. Identifies and makes recommendations regarding areas of concern or interest for department or functional leaders.</p> <p>Maintains finance and business technology. Monitors the setup, maintenance, and testing of systems.</p> <p>Prepares and reviews reports for internal customers and external agencies.</p> <p>BUDGET Monitors expenditures against budget.</p>	<p>PEOPLE Manages and develops the work plan of a unit or large group within the function. Develops objectives and unit strategies.</p> <p>OPERATIONS Defines strategies of own area in accordance with overall functional and University strategies and goals.</p> <p>Stays abreast of regulatory changes, requirements, and emerging best practices related to area. Develops policies and procedures based on knowledge of best practices. Ensures that all policies and procedures in unit are in compliance with GASB and federal, state, and local laws, codes, and/or standards.</p> <p>Plans and directs the research and development of budgets. Makes budget presentations to leadership.</p> <p>Communicates with other departments and functional areas within the University regarding grants, gifts, and budgets.</p> <p>Provides the function and University with consultation, training, and expertise related to specific area of finance, business, planning, and budgeting.</p> <p>Reviews, analyzes, and submits a variety of complex and/or special reports, schedules and/or statements to and from internal departments, financial institutions, and other external organizations.</p> <p>BUDGET Monitors expenditures against budget. Advises functional leaders on budget development.</p>	<p>PEOPLE Develops the operational objectives and strategy for unit that aligns to strategic goals. Manages staff. Sets operational objectives.</p> <p>OPERATIONS Oversees the execution of unit strategies. Ensures that goals and objectives are met. Typically directs staff through subordinate managers.</p> <p>Oversees and performs complex financial analyses for top University leadership. Interprets results of analyses. Makes recommendation to University leadership.</p> <p>Negotiates or oversees the negotiation of contracts for major purchases and purchasing agreements.</p> <p>Develops policies and procedures that align with the function's strategic goals.</p> <p>Oversees major processes and projects to ensure operational goals and objectives are met.</p> <p>Develops and delegates unit work plans that align with department objectives.</p> <p>BUDGET Monitors expenditures against budget. Assists in the development of functional budget.</p>	<p>PEOPLE Manages the operations of a significant central financial function such as procurement, grants accounting, budgeting, institutional research, or the financial operations for a complex and large department or college.</p> <p>OPERATIONS Develops long-term financial strategies that significantly impact the University's financial operations and require complex solutions.</p> <p>Oversees the design and implementation of internal operations and controls. Leads the development and implementation of finance and business systems and strategies for procurement, budgeting, financial reporting, and related areas.</p> <p>Creates highly complex and sensitive institutional reports for the most important customers related to the University's operational and financial performance.</p> <p>Represents the University on internal and external committees and boards.</p> <p>Oversees and approves reports for internal customers and external agencies such as University-wide financial statements, contracts, and tax reporting.</p> <p>BUDGET Develops and monitors department budget.</p>

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Requirements	Knowledge and expertise in concepts, principles, and practices of finance and business typically obtained through an Associate's degree in finance, business, or related field and 2 or more years of lead and/or supervisory 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.	Advance knowledge and expertise in concepts, principles, and practices of finance and business typically obtained through a Bachelor's degree in finance, business administration, or related field and 2 or more years of experience as a finance or business supervisor or manager. 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 administration, or related field and 3 to 5 years of experience as a finance or business supervisor or manager. 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 Bachelor's degree in finance, business administration, or related field and 5 or more years of experience as a finance or business supervisor or manager. 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 or postgraduate degree in finance, business administration, or related field and 8 or more years of finance experience. This will include significant experience in managing financial and human resources as well as experience in developing, gaining support for, and executing short- and long-term strategic plans. 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.