

**CAREER LADDERS - FINANCIAL SERVICES****Accounting, Budget & Finance****Administration**

Job Code	Job Title	Pay Plan Gra	FLSA Status	Job Summary	Career Ladder Program Type
2189	Associate Vice President, Business Affairs	023	E	Provides administrative leadership for accounting and financial matters to include General Accounting & Financial Reporting, Student Business Services, and Administrative Operations such as Procurement, Contracts, Accounts Payable, Travel, and Budget.	Individualized
2149	Associate Director, Business Affairs	018	E	Responsible for the timely and accurate reporting of the University's operating results on a monthly, annual (AFR) and ad-hoc basis and ensures compliance with GAAP. Manages the universities property records and reporting in compliance with state, federal laws, policies and procedures.	In-Range

Finance

Job Code	Job Title	Pay Plan Gra	FLSA Status	Job Summary	Career Ladder Program Type
2381	Financial Analyst	018	E	Forecasts revenues, develops and maintains allocations against the university's annual operating budget, and produces ad hoc financial reports. The Financial Analyst oversees the university's capital budget and evaluates proposed changes to the university tuition and fee structure, as well as the financial viability of new degree programs.	In-Range

Budget

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2305	Director, Budget	019	E	Directs and manages the operations and the staff of the Budget Office. This includes overseeing the preparation and continued maintenance of the University's operating budget, capital budget, tuition, and fee forecasting and structure to ensure that the University's fiscal goals, operations, and vision are met.	Individualized
2852	Manager, Budget	018	E	Manages the administrative and analytical operations of the department, which includes overseeing the preparation and continued maintenance of the university's operating budget to ensure that the university's fiscal goals, operations, and vision are met in a responsible manner.	In-Range
2796	Budget Analyst III	017	E	Ensures that daily budget staff operations are executed, advises departments on budget, financial, and payroll inquiries, and coordinates month-end and year-end close processes in accordance with regulatory requirements and standards.	Pre-Defined
2795	Budget Analyst II	015	E	Reviews and approves budget journals submitted by various university departments, compiles data required for the annual budget development, and prepares, monitors, reconciles and reports on the annual operating budget.	Pre-Defined
2620	Budget Analyst I	013	E	Collaborates with faculty and staff to review monthly actual versus budget variances and works with management to analyze data for annual budget development. The Budget Analyst prepares all supporting schedules required to ensure accuracy.	Pre-Defined

General Accounting

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2095	Director, General Accounting and Financial Reporting	019	E	Responsible for the timely and accurate reporting of the University's operating results on a monthly, annual (AFR) and ad-hoc basis. The Director manages the daily general accounting operations and ensures compliance with GAAP and federal, state and university rules and regulations.	Individualized



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2815	Associate Director, Accounting	018	E	Responsible for the timely and accurate reporting of the University's operating results on a monthly, annual (AFR), and ad-hoc basis and ensures compliance with GAAP. Manages the universities property records and reporting in compliance with state and federal laws, policies, and procedures.	Pre-Defined
2136	Accountant III/Property Manager	016	E	Ensures that daily accounting staff operations are executed, advises departments and other reporting entities on financial inquiries and coordinates the month-end and year-end close processes in accordance with regulatory requirements and standards.	In-Range
2430	Accountant II	015	E	Prepares and processes financial documents and reporting. Compares and reconciles monthly transactions and other financial activities, researches and responds to inquiries. The Accountant II performs complex accounting functions.	Pre-Defined
2812	Accountant I	013	E	Prepares and processes financial documents and reporting. Compares and reconciles monthly transactions and other financial activities, researches, and responds to inquiries.	Pre-Defined

Student Business Services

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2610	Director, Student Business Services	019	E	Provides leadership, direction, and management of the Student Financial Department, overseeing and enforcing internal financial controls for the enrollment process while maintaining compliance with state and federal regulations.	Individualized
2240	Assistant Director, Student Business Services	016	E	Coordinates daily activities and operations of cashier's office. Counsels and advises students on tuition payment. Explains discrepancies and other issues concerning students' accounts.	Pre-Defined
5027	Student Account Specialist III	012	NE	Serves as lead and processes complex financial transactions for student accounts and deposits for university departments. The Specialist III ensures that proper documentation and reports are maintained and that all figures and calculations are correct - including daily deposit totals, vault count, cash on hand, insufficient funds (NSFs), chargebacks, employee exit clearance. The Specialist coordinates with Accountants third party and property transactions.	In-Range
5814	Student Account Specialist II	011	NE	Serves as lead and processes financial transactions for student accounts and deposits for university departments. The Specialist II ensures that proper documentation and reports are maintained and that all figures and calculations are correct - iServesincluding daily deposit totals, vault count and cash on hand.	Pre-Defined
5166	Student Account Specialist I	010	NE	Processes financial transactions for student accounts and deposits for university departments. The Technician ensures that proper documentation and reports are maintained, and that all figures and calculations are correct.	Pre-Defined

Procurement, Contracts & AP

Purchasing

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
2464	Director, University Business Services and HUB Coordinator	019	E	Responsible for the timely and accurate reporting of the University's operating results on a monthly, annual (AFR) and ad-hoc basis and ensures compliance with GAAP. Manages the universities property records and reporting in compliance with state, federal laws, policies and procedures.	Individualized
2100	Manager, Procurement	017	E	Manages the administration of the Purchasing Department and all aspects of the procurement function.	In-Range
2593	Coordinator, Purchasing II	015	E	Processes purchase orders for all university departments according to all relevant policies, laws, and statutes, manages the procurement card program, and provides support in departmental responsibilities.	Pre-Defined
2592	Coordinator, Purchasing I	014	E	Coordinates purchases for the university, providing advice and guidance to all departments as necessary, and ensuring that all relevant policies, procedures, statutes, and laws are adhered to.	Pre-Defined
5083	Coordinator, P-Card/Procurement	014	NE	Oversees and assists with the university's procurement card program and provides procurement support to both UHD departments and to purchasing staff.	In-Range
3149	Assistant Coordinator, Purchasing	013	E	Processes purchase orders and coordinates university procurement card program	Pre-Defined



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Contracts

Job Code	Job Title	Pay Plan Grade	FLSA Status	Job Summary	Career Ladder Program Type
3176	Manager, Contracts	016	E	Directs and manages the operations and the staff of Contract Administration, including support to the university's internal and external community. The Manager serves as the liaison and central contact between the Office of General Counsel and the University faculty, staff, and administrators.	In-Range
2155	Assistant Contract Administrator	014	E	Supports the contract maintenance function for the university's internal and external community, reviewing and analyzing contracts and agreements, and making recommendations as appropriate. The incumbent serves as a liaison and central contact between the Office of General Counsel and university faculty, staff, and administrators.	In-Range

Accounts Payable & Travel

Job Code	Job Title	Pay Plan Gra	FLSA Status	Job Summary	Career Ladder Program Type
2850	Associate Director, Accounts Payable	016	E	Collaborates with the department leadership to coordinate activities and personnel to accomplish timely payment obligations and result in positive vendor relationships while procuring the ongoing services needed to achieve the university's mission following all applicable UHD, UHS, state and federal policies.	In-Range
2851	Manager, Accounts Payable & Travel	015	E	Manages all aspects of the university's travel program, including airfare, rental cars, and hotels and assisting with changes as necessary. The manager oversees the payment reimbursement process to employees and timely payment of obligations to vendors following all applicable UHD/UHS/state and federal policies	In-Range
5014	Travel Card and Accounts Payable Specialist III	014	NE	The Travel Card and Accounts Payable Specialist III oversees and assist with the University's travel card program and provides accounts payable support to the department and staff.	Pre-Defined
5056	Accounts Payable Specialist I	012	NE	Audits and researches incoming purchase voucher documentation to ensure that all purchases are in accordance with state and local policy.	In-Range
5095	Accounts Payable Specialist II	013	NE	Performs complex accounts payable duties to analyze and audit the departmental vouchers, including travel to ensure compliance with UHD, UHS, state, and federal policies and procedures.	Pre-Defined