

## **JOB FAMILY CONCEPT**

This family consists of four levels of fiscal management work. Levels are distinguished based on the complexity and scope of responsibilities, the degree of specialization, and the degree of independence. This job family is distinguished from the Fiscal Professional family by the primary responsibility for unit management functions and increased accountability. Fiscal Managers are distinguished from fiscal supervisors by the greater degree of responsibility of organizing, planning and leading a fiscal department, managing a larger staff, and serving as a strategic advisor. This job family is distinguished from the Administrative Management job family by having a primary focus on financial management rather than broad administrative functions. Positions in this family direct, manage, supervise and coordinate fiscal activities and operations including, but not limited to the following functions:

- Staff supervision
- Strategic and long range planning
- Final signature authority on fiscal related items
- Analysis and interpretation of rules and regulations
- Creating and managing budgets
- Financial reporting
- Creating projections
- Budget analysis

Positions supervise work units responsible for fiscal activities, compliance related efforts and/or direct system-wide complex fiscal programs. These work units occur throughout the university system and include MAU finance offices, institute finance offices, departmental finance offices, and research institutions.

This family provides unit management, fiscal expertise and guidance in several areas including:

- ☒ Fiscal analysis
- ☒ Fund accounting
- ☒ General accounting
- ☒ Budget management
- ☒ Grants & Contracts
- ☒ Payroll
- ☒ Travel
- ☒ Debt
- ☒ Tax
- ☒ Investment/Banking
- ☒ Accounts payable/Accounts receivable
- ☒ Asset management





***Education and Experience***

Bachelor's degree in accounting or related field and 5 years progressively responsible professional or management fiscal experience, or an equivalent combination of training and experience. A Masterp\*2C -0.5/OC ation of

