***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Director, General Accounting for a Department**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Accounting - General

**Job Summary:**

Assists the Director of the department in the oversight of the accounting functions of the department, including the budget process, project billing, automation support and supervision of all professional and support personnel. Provides strategic direction to support the initiatives for a specific accounting function and operation of accounting systems, including gathering and reporting of financial information. Manages the most complex accounting projects, and develops projections to show the effects of proposed plans on cash and overall financial condition. Develop, implement, and assure the adherence to standard accounting policies, procedures, and programs in order to assure cohesiveness and effectiveness.

**Essential Functions:**

* Manages the department's accounting functions including the development and maintenance of planning and budgeting systems, analysis and interpretation of trends requiring management’s attention, and presentation of findings and specific recommendations.
* Develop and direct approved accounting practices to ensure accurate financial and operating reporting.
* Supervises support staff and professional accounting staff.
* Develops projections to show effects of proposed plans on cash and overall financial conditions.
* Prepares operating and project budget drafts and monitors division/departmental budgets and reports any significant deviations from approved budgets.
* Administers the budget, including collections, disbursements, accounting, and auditing.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in in Accounting, Finance, or Business Administration

Experience: Five (5) years spent progressively building a background in the various accounting functions

Supervisory: One (1) year of experience at a management/leadership level.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1242F

SOC Code: 113030 IPEDS: Management

EEO6 Code: Professional State Code: 9359001

USM eCode: E23126 AAP Code: 3A