***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: **Manager, Accounting Financial Services**

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

Sub Family: Accounting – Financial Services

**Job Summary:**

Manage and coordinate the day-to-day operations for Financial Services planning and direction to support the strategic initiatives for a specific general and financial accounting function and operation of accounting systems, including gathering and reporting of financial information.

**Essential Functions:**

* Participate in the most complex accounting projects and project accounting data to show the effects of proposed plans on cash and overall financial condition.
* Responsible for management of daily general ledger activities and ensuring documentation of work performed, results obtained and suggestions for improvement in a clear, accurate, and technically concise manner.
* Direct preparation and distribution of accurate and timely month-end, quarterly, and year-end close reports and financial information which may include financial charts, cash flow statement, or budget vs. actual variance analysis.
* Determine performance compliance with University policies and procedures regarding internal, business, fiscal and operational accountability and compliance. Coordinate reports and responses to internal and other external agencies.
* Manage functional personnel in alignment with department and campus-wide goals/objectives in order to promote maximum staff member benefit and effectiveness as well as overall functional productivity.
* Foster and support a collaborative consultant/client environment, providing business unit and campus representatives with assessment, training, and advisement in functional area. Collaborate with management and internal/external partners to support University goals.
* Develop and implement training programs as needs are identified.
* Keeping the management informed of work progress and improvements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Finance, or Business Administration or business related field.

Experience: Five (5) years of experience in financial or management accounting, budgeting, auditing, assessment of internal controls or financial analysis three (3) year in relevant accounting specialization.

Supervisory: Licensure/Certification: One (1) year of work coordination of others.

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: E1206G

SOC Code: 113030 IPEDS: Management

EEO6 Code: Professional State Code: 9359005

USM eCode: E23126 AAP Code: 3A