***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: **Accountant, Financial Lead**

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

Sub Family: Accounting - Sponsored Program

**Job Summary:**

The Lead Financial Accountant is responsible for leading financial and management accounting in specific fields of the University’s Administrative and Finances departments. This position will be responsible for overseeing the development and maintenance of the department.

**Essential Functions:**

* 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.
* Lead the investigation into a wide range of budget, financial, and/or fiscal compliance deficiencies and develops effective controls and other specialized reviews.
* Develop budget and forecasting reports.
* Develop and implement of training programs as needs are identified.
* Review University’s financial statements for accuracy and clarity. Collaborate with management and internal/external partners to support University goals and objectives.
* Evaluate financial scope and objectives and performs testing to accomplish reviews and special projects. Assist campus departments in correcting identified deficiencies as needed.
* Support management with special projects and workflow process improvements.
* Responsible for thorough review of all assigned financial accounts and University expenditures.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Accounting, Business Administration, Business, Finance, or related field

Experience: Five (5) years experience in Financial or Management accounting, budgeting, auditing, assessment of Internal controls or Financial analysis is required including three (3) year in relevant accounting specialization.

Supervisory:

Licensure/Certification: Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Financial Manager (CFM), or Certified Internal Auditor (CIA) preferred.

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: E1254G

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359008

USM eCode: E40121 AAP Code: 3A