***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: **Associate Director, Financial Services**

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

Sub Family: Accounting - Financial Services

**Job Summary:**

Assist the Director of Financial Services in the operations of quality assurance, student accounting, payroll, travel and working fund. Prepare and interpret various financial reports. Helps to develop and direct the accounting processes, and assists in the supervision of the professional accounting staff.

**Essential Functions:**

* Direct and control the Financial Services department areas of quality assurance, student accounting, payroll, travel and working fund operations for timely and accurate maintenance of general ledger and financial management reporting, including semi-annual reporting.
* Coordinate financial accounting functions and data processing, ensuring accounting procedures are being followed utilizing GAAP/GASB; managing the University’s external financial reporting process; and managing the periodic internal financial reporting.
* Ensure internal controls, required to ensure that the University assets are safeguarded and that accounts are appropriately maintained in order to ensure accurate financial data. Monitor and oversee all University asset and liability accounts.
* Establish and maintain policies and procedures with regard to internal accounting controls and University accounting and disbursements practices; ensure that they are effectively communicated to the University community.
* Work with the Associate Vice President on the strategic vision including fostering and cultivating stakeholder relationships on campus, city, state, and national levels, as well as assisting in the development and negotiation of contracts.
* Collaborate with UMB Finance and key customers and campus partners such as Management Advisory Services on operational issues and GAAP reporting matters and Sponsored Projects Accounting and Compliance on issues related to grant accounting and indirect contracts.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in finance, accounting, business administration, public administration or an equivalent field is required.

Experience: Six (6) years of financial management required.

Supervisory:

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: E1209H

SOC Code: 113030 IPEDS: Management

EEO6 Code: Professional State Code: 9359001

USM eCode: E23129 AAP Code: 3A