***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: **Director, Management Advisory**

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

Sub Family: Management Advisory

**Job Summary:**

Provide assurance and consulting services to management of the University’s departments regarding internal, business, fiscal, and operational accountability and compliance.

**Essential Functions:**

* Design, conduct and/or direct the completion of a wide range of management and other specialized review to assess the adequacy of internal controls, compliance with established rules, regulations, policies, and procedures and effectiveness and efficiency of activities under review.
* Document and/or oversee the documentation of work performed, results obtained and suggestions for improvement in a clear, accurate, and technically concise manner.  Compile data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with University policies and procedures, and/or monitoring program components.
* Serve as point of contact and coordinator for internal and external audits conducted on campus (excludes A-133 and sponsored program accounting).
* Plan, execute, and manage internal financial projects/reviews from inception to completion as part of the overall internal audit plan ensuring University operations are within budget and in accordance with fiscal practices.  Utilize risk assessment methodologies to assess financial, accounting and operational risks.  Assist campus departments to understand and correct identified deficiencies, operational risks, or compliance.
* Consult with the Directors and Deans of University units to ensure that shared responsibilities and business processes are as efficient and effective as possible.  Contribute to the enhancement of the financial programs through participation in campus initiatives, sharing best business practices and policy, and procedure development, implementation and monitoring and participating in the financial committees.
* Ensure efficient operation of the department by establishing and monitoring adherence to policies and procedures. Recommend, gain approval for, and implement changes in operating procedures and standards.
* Keep Associate Vice President for Finance & Budget informed of work progress and recommend additional controls to strengthen internal and operational controls.
* Develop and lead presentations to executive management concerning internal and external audit results, financial reviews, status of ongoing audits and corrective actions, and other selected topics.
* Performs other duties as assigned.

**Minimum Qualifications**

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

Experience: Eight (8) years progressively responsible Financial, Management, records and procedures; establishing Internal controls; analyzing and interpreting Financial information and reports and recommending Management action; an in-depth knowledge of GAAP and federal compliance

Supervisory: Five (5) years of management or leadership experience.

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: E1246I

SOC Code: 113030 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9358500

USM eCode: E24126 AAP Code: 1C