***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, Management Advisory Services**

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

Sub Family: Management Advisory

**Job Summary:**

This position is integral to the department’s ability to provide oversight to campus departments regarding internal, business, fiscal, and operational accountability and compliance. Position will coordinate the development of responses and follow-up plans to University System of Maryland (USM) internal, legislative, and other external audits, and will manage, in conjunction with the Director, planning and direction for Management Advisory Services (MAS) staff. Participates in the most complex and confidential projects, development and implementation of policies and procedures, and providing training as needs are identified.

**Essential Functions:**

* Manage staff in the design and implementation of a wide range of management and other specialized reviews to assess the adequacy of internal controls, compliance with established rules, regulations, policies, and procedures, and the effectiveness and efficiency of activities under review.
* Utilize risk assessment methodologies to assess financial, accounting and operational risks.  Assist campus departments to understand and correct identified deficiencies, operational risks, or compliance.
* Assist with audit coordination and monitoring, drafting audit responses in cooperation with campus departments, following up on audit reports to ensure adequate corrective actions have been implemented and are operating as intended, and suggesting additional actions when needed, to clear audit report items.
* Coordinate the documentation of work performed, results obtained and suggestions for improvement in a clear, accurate, and technically concise manner.
* 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 conducive, consultant/client environment, providing business unit and campus representatives with assessment, training and advisement in functional areas.
* Manage operation of the department by establishing and monitoring adherence to policies and procedures. Recommend, gain approval for, and implement changes in department operating procedures and standards, as needed.
* Perform such administrative duties as staff supervision, performance evaluation, report formulation, and quality assurance.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting or business related field

Experience: Five (5) years of auditing, assessment of Internal controls, Financial analysis, or accounting experience required; in a college, university, or government setting is preferred.

Supervisory: Two (2) years of direct supervision or responsibility for training, work coordina tion, and monitoring the work of others

Licensure/Certification: certification such as CPA or CIA is preferred and can be used to substitute for relevant experience)

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: E1245G

SOC Code: 132011 IPEDS: Business

EEO6 Code: Professional State Code: 9359005

USM eCode: E23126 AAP Code: 3A