***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: **Specialist, International Operations Accounting**

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

Sub Family: Accounting - Cost

**Job Summary:**

Provides expertise and support regarding the financial management of international operations; ensures compliance with all applicable laws, University policies, and good accounting practices.

**Essential Functions:**

* Advise in-country financial personnel regarding the development of their financial policies, procedures, and systems, assuring compliance with University policies, good accounting practices, and adequate internal controls.
* Provide post-award support for international grants.
* Assist with the setup and dissolution of foreign bank accounts and cash advances.
* Approve and monitor wires to foreign bank accounts and related reconciliations.
* Assist in the procurement of payroll services.
* Serve as liaison between international affiliates and Financial Services for incorporation of foreign affiliates into UMB financial statements.
* Document and communicate best practices for operating in foreign countries.
* Develop and implement appropriate procedures and policies related to the financial management of international operations.
* Interface with campus constituents to provide training regarding international operations policies and procedures.
* Document, analyze and report on international activities to upper management. Prepare financial reports, as defined.
* Proactively represent the department through participation in campus meetings and special projects.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in accounting, finance or related field.

Experience: Four (4) years in accounting with at least two (2) years working with international accounts

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: E1253F

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E40121 AAP Code: 3A