***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, Accounting**

Job Family: Finance, Budget, Accounting, and Internal Audit Sub Family: Accounting - General

**Job Summary:**

This position will manage a staff consisting of accountants and analysts responsible for collections.

**Essential Functions:**

* 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.
* Responsible for management of daily general ledger activities relating to sponsored projects and ensuring documentation of work performed, results obtained, and suggestions for improvement in a clear, accurate, and technically concise manner.
* Monitor, review and evaluate ongoing functional processes and controls, assessing needs and facilitating improvements. Develop metrics and perform quality assurance reviews to ensure the accuracy of daily ledger postings related to sponsored projects.
* Directs preparation and distribution of accurate and timely month-end, quarterly, and year-end close reports and financial information. Ensures reconciliations are completed timely and accurately.
* Determine performance compliance with University policies and procedures regarding internal, business, fiscal and operational accountability and compliance. Develops, implements, and coordinates policies and procedures.
* Foster and support a conducive consultant/client environment
* Informs senior management of work progress and improvements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors Finance, accounting, business administration, or other discipline appropriate to position is required

Experience: Four (4) years spent progressively building a background in a particular functional area.

Supervisory: One (1) year of direct management involved in recruitment, training, and professional development of staff.

Licensure/Certification: CPA, CIA

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: E1206F

SOC Code: 113030 IPEDS: Management

EEO6 Code: Professional State Code: 9359005

USM eCode: E23126 AAP Code: 3A