**Definition of Class**
This is a professional position in which the incumbent provides analytical support and coordinates the fiscal activities of a large College or School. The incumbent plans, coordinates and develops budgets and processes for the School and for the sponsored programs within the School. Position exercises independent discretion and judgment in providing financial and administrative oversight. Incumbent reports to a high-level administrator within the Dean’s Office of a large College or School.

**Examples of Work Performed**
Plans, coordinates, and develops budgets for the School and for the sponsored programs within the school.

- Monitors and approves subcontractor/consultant payments and purchases in line with approved budgets and in compliance with requirements.
- Tracks, monitors, and ensures accuracy of all incoming funds.
- Serves as account signatory on School accounts.
- Assists with fiscal planning and preparation for grants and contracts; and provides financial status reports to principle investigators.
- Provides advisement on financial matters, such as basic operational costs, personnel costs, spending policies etc.
- Prepares cost estimates for sponsored programs deliverables.
- Develops costing spreadsheets and assigned budget categories and codes.
- Ensures project coordinators and administrative staff are educated for their assigned tasks with regards to sponsored programs compliance.
- Assists in the process of establishing new positions.
- Handles and approves personnel forms.
- Reconciles effort reports to payroll.
- Ensures fiscal compliance with federal, state and University policies and procedures.
- Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages the business and financial affairs of a School.
2. Prepares reports and financial statements.
3. Assists with the planning for and preparation of contracts and grants.

4. Ensures fiscal compliance with federal, state and University policies and procedures.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk or hear; and use hands to finger, handle or feel objects, tools or controls; The incumbent is occasionally required to stand and walk.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited college or university in Business Administration, Finance, Accounting or a related field.

  AND

- **Experience:** Three (3) years of experience related to the above described duties.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*