

Classification Description

University of Michigan

Issued: 09/01/01

Classification Code
145744

Supersedes: New

FLSA EP

TITLE: FINANCIAL ADVISOR

GRADE: MS2

BASIC FUNCTION AND RESPONSIBILITY

To exercise financial control over a large or complex group of chartfield combinations for assigned departments and/or school, participate in the development and implementation of complex financial models, and provide leadership for financial work teams.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Review and analyze complex data reports and business plans.
Identify data errors, and recommend and implement corrective action.
Assist in developing or modifying financial models.
Create and maintain databases for tracking data.
Develop data queries and assemble financial and administrative data.
Analyze data to identify trends and issues.
Organize program documentation for financial review.
Train staff on new policies and financial procedures.
Conduct routine and non-routine analytical studies on Medical School costs, finances, space, etc.
Meet with unit and department administrators to discuss and resolve accounting issues.
Supervise the transfer of funds and creation of journal entries.
Serve on Medical School and University work groups and committees.
Meet with department administrators and Health System leadership to develop requirements for special studies.
Develop, prepare, and distribute complex analytical reports and analyses.
Provide interpretation of financial data in a narrative presentation with supporting graphs, charts and schedules.
Assist in the development and presentation of financial data.
Assist in the development, implementation, and enforcement of policies, regulations, and laws.
Provide leadership for staff on department and institutional work teams.

RELATED DUTIES

Train office personnel and provide guidance on the execution of financial responsibilities.
Assist in the year-end closing.
Maintain documentation that supports accounting and other financial activity.

SUPERVISION RECEIVED

Supervision is received from a Financial Manager or other designated official.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

SUPERVISION EXERCISED

Functional supervision may be exercised over assigned professional and office staff.

QUALIFICATIONS

Bachelor's degree in business administration or an equivalent combination of education and experience is necessary.

Reasonable experience in accounting and/or finance is necessary.

View Salary Range:

<http://www.med.umich.edu/medschool/staff/salaryrangesb.html>