

**UNIVERSITY OF ALABAMA AT BIRMINGHAM
SCHOOL OF NURSING**

**Position Description
FINANCIAL OFFICER III**

UAB Recruitment Services Site Number: T230656

SUMMARY:

Under minimal supervision, manages and has significant authority for financial operations of the School of Nursing requiring comprehensive knowledge of principles, procedures, and practices specific to accounting financial analysis and budgeting. The Financial Officer III performs a variety of data management, budgetary and financial functions including data analysis, forecasting, interaction with vendors and, compliance with UAB bid policy and procedures. Provides ongoing financial analysis of departmental account functions. Manages long range budget planning. Ensures proper accounting for all state, contract and/or revenue accounts. May manage revenue-producing activities. Develops and administers budgets and financial systems, projects revenue and develops and monitors financial policies and procedures. Develops financial statements and provides reports to director as requested. This position has limited approval authority for UABSON funds. This position has a direct report to the Director of Fiscal Affairs and works collaboratively with the other staff in this office.

RESPONSIBILITIES:

1. Collaborates with director in preparation of tuition and fee projections and reconciles actual tuition and fees collected against projections. Provides input and summaries of program outcomes related to enrollments, credit hours and faculty FTE.
2. Regular review, management, and reconciliation of all SON personnel funds assigned internal funds and travel database.
3. Works across the SON missions to provide models, forecasts and outcomes data as needed.
4. Assists in managing the day-to-day operations.
5. Participates in the development of business plans for clinical service opportunities as requested and provides information to various university personnel for the development and cost of percentage reimbursement negotiations.
6. Works collaboratively with other financial support personnel and may provide performance input to the Director. Assigns tasks to Financial Officer I as needed.
7. Participates in strategic planning by analyzing program plans on short and long-term basis, working with Director and departments to develop budget projections, financial models, and forecasts, and to project possible levels of support from multiple sources of funding.
8. Initiates new account requests as required and needed.
9. Prepares ad hoc reports as requested.

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.

10. Prepares and distributes various financial and budget reports for account review to assigned SON departments on a monthly and annual basis. Provides a monthly update of the accounts to the director.
11. Works collaboratively with the Manager – Facilities, Technical Operations, & Infrastructure in space reporting as required by the University.
12. Reviews and approves assigned SON purchases and payments to include requisitions, payment requests, P-card and Greenphire etc. Serves as back up for review and approval of all requisitions and travel reimbursements/expenditures.
13. Provides oversight and direction for SON scholarship process, account review support with appropriate SON Department(s).
14. Performs other duties as assigned or requested.

QUALIFICATIONS:

This position requires a bachelor's degree in Accounting or Business or a related field with concentration in accounting and seven years of responsible accounting or financial management experience. Experience in an academic setting is preferred. A Master's degree in Accounting, Finance, or Business is preferred. Work experience may NOT substitute for education requirement. To be successful, this individual must have a strong working knowledge of database software such as Microsoft Office (to include Access) or other financial management software. Additionally, the individual in this role must be able to multi-task, managing multiple projects simultaneously with a great degree of accuracy in a customer-friendly and timely manner. This individual must adhere to all FERPA and HIPAA standards, donor, and alumni confidentiality guidelines, and be willing to contribute and subscribe to the mission of the School of Nursing at The University of Alabama at Birmingham.

UAB is an Equal Employment/Equal Educational Opportunity Institution dedicated to providing equal opportunities and equal access to all individuals regardless of race, color, religion, ethnic or national origin, sex (including pregnancy), genetic information, age, disability, religion, sexual orientation, gender identity, gender expression, and veteran's status. As required by Title IX, UAB prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to UAB's Assistant Vice President and Senior Title IX Coordinator. The Title IX notice of nondiscrimination is located at uab.edu/titleix.