



## Finance, Budget & Planning Job Family: **Manager Finance (Non-Transaction Ctr) Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Manager Finance I MANAGEMENT	Manager Finance II MANAGEMENT	Manager Finance III MANAGEMENT
Supervise and maintain daily workflow and direction of fiscal group within a small to mid-sized college/unit environment encompassing more than one funding source.	Manage, plan and monitor improvements for staffing within operations of a mid to large, complex college/unit encompassing multiple and varied funding sources and accounting compliance requirements.	Direct, plan and execute the operation for a large, highly complex college/unit encompassing multiple and varied funding sources and accounting compliance requirements with delegated accountability for budget and financial planning, management and control of major volume.
Deliver individual performance expectations and formal and regular performance feedback. Ensure individuals have appropriate training and development goals are established and met annually.	Deliver individual and team performance expectations and formal and regular performance feedback. Ensure team has appropriate training and development goals are established and met annually.	Develop and lead college/unit financial performance expectations and deliver formal and regular performance feedback. Create and advance appropriate training and development goals as established for unit.
Implement and ensure established practices, procedures and operating policies are consistent and compliant with University and local requirements.	Develop and recommend practices, procedures and operating policies that are consistent with or enhance existing University and College policies and procedures.	Develop, implement and promote local awareness of university practices, procedures and operating policies that are consistent with or enhance existing University & College policies & procedures and are in compliance with applicable governmental statutes.
Monitor operating standards to provide the highest level of service, effectiveness and efficiency. Research, analyze and recommend “best practice” methods for improving efficiencies in concert with Business Service Centers (BSC)/Financial Transaction Centers (FTC).	Develop and monitor operating standards to provide the highest level of service, effectiveness and efficiency. Research, analyze and recommend “best practice” methods for improving efficiencies in concert with Business Service Centers (BSC)/Financial Transaction Centers (FTC).	Develop and monitor operating standards to provide the highest level of service, effectiveness and efficiency. Analyze and implement “best practice” methods for improving efficiencies in concert with Business Service Centers/Financial Transaction Centers.
Monitor expenditures and revenues while maintaining ongoing supervision of financial accounts, ensuring adherence to various internal and external regulations.	Monitor and ensure expenditures and revenues while maintaining ongoing supervision of financial accounts, ensuring adherence to various internal and external regulations.	Monitor and ensure expenditures and revenues while maintaining ongoing direction of financial accounts, ensuring adherence to various internal and external regulations.

<b>Manager Finance I MANAGEMENT</b>	<b>Manager Finance II MANAGEMENT</b>	<b>Manager Finance III MANAGEMENT</b>
Oversee and prepare analysis of financial reports to support departmental and college/unit management in achieving operating objectives reflecting cost-recovery strategies, modeling and analysis.	Manage and prepare analysis of financial reports to support departmental and college/unit leadership in achieving operating objectives reflecting cost-recovery strategies, modeling and analysis.	Direct and prepare analysis of financial reports to support departmental and college/unit leadership in achieving operating objectives reflecting cost-recovery strategies, modeling and analysis.
Prepare information and reporting for audit compliance. Coordinates audits and appropriate follow up in concert with Business Service Center (BSC)/Financial Transaction Center (FTC) as needed.	Validate, verify and finalize information and reporting for audit compliance. Oversee audits and appropriate follow up in concert with Business Service Center (BSC)/Financial Transaction Center (FTC) as needed.	Validate, verify and finalize information for negotiations with federal auditors in concert with Business Service Center (BSC)/Financial Transaction Center (FTC) as needed. Interacts and advocates with internal and external financial constituencies.
Advise department directors, faculty and staff on financial matters including regulations and compliance issues, University and College policies and procedures.	Advise and collaborate with departmental managers and BSC/FTC to investigate and resolve incidents of non-compliance with College and University policies and procedures (overdrafts, inappropriate expenditures, etc).	Advise and collaborate with departmental managers and BSC/FTC to investigate and resolve incidents of non-compliance with College and University policies and procedures (overdrafts, inappropriate expenditures, etc).
	Guide directors/Chairs, faculty and staff on all financial matters and recommend cost-recovery strategies.	Delivers cost-recovery strategies, modeling and analysis.
Develop and monitor small to mid-sized college/unit budgets for short and long term planning.	Develop and monitor mid to large, complex college/unit budgets for short and long term planning.	Develop and monitor large and highly complex operating budget for short and long term planning. Oversee budget commitment planning process for college/unit.
Provide budget analysis and forecasts to support decisions requiring well-developed technical expertise in financial management, planning and analysis	Conduct variance analysis of budgets, expenditures, trends and forecasts recommendations to college/unit executives to support decisions requiring well-developed technical expertise in financial management, planning and analysis.	Conduct variance analysis of budgets, expenditures, trends and forecasts recommendations to college/unit executives to support decisions requiring well-developed technical expertise in financial management, planning and analysis.
Design and develop reports for departments that reflect metrics and data to aid in departmental decisions related to management.	Design and develop reports for college/unit that reflect metric and data to aid in decisions related to management.	Design, develop and interpret benchmark and metric reports for college/unit used to measure financial and operating performance.
Participate in the development and implementation of unit specific systems and processes to support effective reporting and/ inventory tracking.	Oversee and/or participate in development, implementation and management of unit specific systems and process integration to support University-wide standardized reporting.	Advise and recommend unit specific system development, implement and manage integration to University-wide standardized reporting.
Develop effective working partnership with the University Division of Financial Affairs and serve as a resource to central and unit administrators on financial and budget issues.	Develop an effective working partnership with the University Division of Financial Affairs and College/Unit and serve as a resource to central and unit administrators on financial and budget issues.	Serve as the principal campus liaison with Cornell University Administration, college and departmental managers as a resource on strategic committees.
Represent the University on various committees.	Represent the University on various committees, locally at the University	Represent the University on various committees, locally at the University

Manager Finance I MANAGEMENT	Manager Finance II MANAGEMENT	Manager Finance III MANAGEMENT
	as well as at the state and federal level.	as well as at the state and federal level.

**JOB FACTOR PROFILE TABLE**

<b>FACTOR PROFILE</b>	<b>10608 MANAGER FINANCE I, BAND F</b>	<b>10609 MANAGER FINANCE II, BAND G</b>	<b>10610 MANAGER FINANCE III, BAND H</b>
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Bachelor's degree or equivalent; at least 3 years but less than 5 years of experience or equivalent.	Bachelor's degree; 5 but less than 7 years of experience or equivalent	Bachelor's degree; 7 but less than 10 years of experience or equivalent.
<b>IMPACT</b>	Moderate impact	Substantial impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Provide guidance to others Coordinate activities	Persuading others to take a particular course of action Coordinate major activities	May involve sensitive situations Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Provide information that exists within pre-established documents or programs	Provide and/or receiving guidance, advice or information that must be analyzed and developed by the position	Provide and/or receiving guidance, advice or information that must be analyzed and developed by the position
<b>CONTACTS - STUDENTS</b>	Limited contact	Limited contact	Limited contact

<b>FACTOR PROFILE</b>	<b>10608 MANAGER FINANCE I, BAND F</b>	<b>10609 MANAGER FINANCE II, BAND G</b>	<b>10610 MANAGER FINANCE III, BAND H</b>
<b>SUPERVISION</b>	Day-to-day supervisory direction to employees within the department	Responsible for providing supervisory direction to other supervisors	Responsible for providing supervisory direction to other supervisors
<b>COMPLEXITY</b>	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment.	Occasional required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills.	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for assisting in and influencing decisions concerning policy setting, research planning or students.	Responsible for assisting in and influencing decisions concerning policy setting, research planning or students.	Responsible for making decisions concerning policy-setting, research, planning or students
<b>EFFECT OF DECISION MAKING</b>	Directly affect several departments within a college, school or administrative unit Significant effect on students or employees	Directly affect several departments within a college, school or administrative unit Significant effect on students or employees	Directly affect more than one college, school or administrative unit
<b>FREEDOM OF ACTION</b>	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
<b>WORKING CONDITIONS</b>	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/equipment. Safety gear may sometimes be required