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# Example of Financial Management Job Description

Our growing company is looking to fill the role of financial management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial management

* Responsible for managing queries from internal business partners for various applications Essbase, Excel, Access and other systems
* Provides solutions to problems presented by University departments and recommends changes to accounting systems, methods or procedures, utilizing knowledge of accounting principles and practices
* Participates in monthly and quarterly transaction, balance reviews and exception reporting, including contacting departments for explanations, arranging for corrective action, and documenting results
* Assist with accounting system setups including new account creations, account updates, organization reviews, object code requests and changes to organizational structures
* Monitors compliance with generally accepted accounting principles, State regulations and University policies
* Assists in the preparation, review and analysis of various financial reports and reconciliations, including annual audit work papers, quarterly financial statements and monthly reports
* Leading the design and implementation of enhanced EPM processes
* Collaborating with CAE Marketing/Communications and Instructional Design staff to develop and implement change management strategies and plans and associated deliverables (e.g., communications, training and support materials)
* Participating in focus group sessions to gather feedback from clients on their use of current systems or feedback on new systems and recommending improvements based on their experience and feedback
* Providing documentation and training during Campus User Acceptance Testing sessions and executing test cases as assigned

## Qualifications for financial management

* Further enhance strategic thinking, design and problem solving skills
* MBA, CPA, CMA, CISA, CIA- any are preferred
* Strong in Excel and preferably in financial modeling
* Relevant Academic and/or Work Experience Preferred
* Proficient with Microsoft Office, with advanced Excel skills
* Secondary insurance studies preferred (ARM, AIC, CPCU)