

Job Level	Financial Coordinator, Vet Teaching Hospital	Technical/Support Level III
Oversight Received	<ul style="list-style-type: none"> <li>* Specifically this involves cost accounting and fiscal management oversight; supervision, guidance and training on fiscal operations and policies; oversight of inventory management system; database mining and validation for financial and operational data; and oversight of Kualu purchasing, accounts payable and financial document approvals.</li> </ul>	<ul style="list-style-type: none"> <li>• Acts independently working under limited supervision.</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Apply professional interpretations of accounting policies, rules and regulations to ascertain a range of appropriate internal controls, working in partnership with the Veterinary Teaching Hospital Business and Finance Manager.</li> <li>* Provide oversight of fee estimates, deposits and collections activities to ensure compliance and fiscal responsibility.</li> <li>* Determine appropriateness and approve clearance of purchasing, accounts payable and financial documents in the Kualu financial system and make necessary approvals or denials.</li> <li>* Provide oversight of inventory management system and ensure accuracy and compliance with internal and university policies and manage the year-end internal audit process. Review financial reports for accuracy.</li> <li>* Initiate and manage the annual capital equipment request process</li> </ul>	<ul style="list-style-type: none"> <li>• Encounters problems which are varied and non-routine.</li> <li>• Uses knowledge of standardized rules, procedures, and operations to resolve</li> <li>• Resolves complex issues escalated from junior team members</li> </ul>
Interaction/ Communication	<ul style="list-style-type: none"> <li>* Provide direction and insight on policies and regulations which may apply.</li> <li>* Gather data from e-thority database, validate correctness and provide reports as requested from management, section heads and staff</li> </ul>	<ul style="list-style-type: none"> <li>• May be required to interpret and explain information to an audience.</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* The Financial Coordinator provides professional, comprehensive guidance in developing and executing fiscal strategies, utilizing sound cost based accounting principles, policies and procedures in support of the overall strategic missions of CSU, CVMBS, and VTH</li> <li>* Supervises Accounting Tech II. Sets work standards and provides appropriate training.</li> </ul>	<ul style="list-style-type: none"> <li>• May act as a team lead, or have supervisory responsibilities over others</li> <li>• May be accountable for on-time delivery of own work or that of others on the team.</li> </ul>
Typical Education	<ul style="list-style-type: none"> <li>* Bachelor's degree and three year's minimum work in an accounting / finance capacity at a professional level directly relevant to the position responsibilities as described.</li> </ul>	<ul style="list-style-type: none"> <li>• In-depth experience in a technical field</li> <li>• May require vocational qualification or certification</li> <li>• Maybe working towards professional certification or degree.</li> </ul>