

# Role Definitions For IRIT Audit, Business, and Finance Classes

## **Accountant**

Performs professional operating and cost accounting work requiring knowledge of the theory and practice of recording, classifying, examining, and analyzing financial records and transactions. Requires considerable knowledge of accounting methods, procedures, and financial practices; interprets and applies complex state and federal fiscal regulations; uses judgment and theory to a wide variety of situations that are not covered by regulations or precedent; develops complex accounting worksheets and financial reports.

## **Accounting Manager**

Responsible for overall management of a departmental accounting function and serves as part of management team. Manages a staff of professional level accountants and administrative staff engaged in accounting and fiscal work. Leads development and implementation of goals, objectives, policies, programs, and priorities for improvements to existing standards and procedures. Plans, directs, and coordinates the accounting services for the department.

## **Auditor**

Performs professional auditing work to include examining and analyzing financial functions, program operations, and systems to determine compliance with local, state, or federal procedures and regulations. Makes recommendations for process or policy improvement. Work requires knowledge and application of theories, principles, and practices of statutory requirements of specific programs.

## **Audit Manager**

Manages a professional auditing staff in the conduct of internal/external financial performance, administrative compliance, operational efficiency, and program effectiveness. Develops short- and long-term goals and objectives, creates policies, develops & implements standard operating procedures, and determines necessity for additional audit instructions and guidelines for University operations.

**Business Officer** Provides day to day operational/program management for the department in areas of operating budgets and staff. Assists with policy development & interpretation, budget management, and planning. Reviews and enhances procedures that impact the unit. May supervise administrative or technical staff.

## **Business Manager**

Manages a departmental diverse/dynamic business operation. Provides oversight for business components in areas of budget management, financial planning, purchasing, personnel administration and facilities management. Provides leadership and administrative direction in development of processes, procedures, and systems that contribute to successful business operations. Supervise professionals within the business operations unit. Formulates business policies, practices, direction, and service delivery solutions.

## **Finance & Budget Analyst**

Performs advanced analyses to support the development and administration of departmental budgets. Advises and assists in developing budget estimates and establishing cost estimates for existing, new, and expanded programs. Creates and reviews varying financial reports for varying internal and external entities.

## **Finance & Budget Manager**

Manages a department with diverse/dynamic financial operations. Provides oversight for accounting or financial professional staff. Plans budget activities including the preparation of annual and biannual budgets. Provides leadership and administrative direction in development of cost projections, analysis, fiscal allocation, and budget preparation. Examines budget estimates for accuracy, conformance, and cost control. Performs cost-benefit analyses to compare operating programs, financial requests, or alternative financing methods. Formulates finance & budget policies and practices.