



Financial Officer - Oversight, approving high level expenditures

Financial Manager II – Assist the Financial Officer in all aspects of managing the College of the Liberal Arts finances and workflow. Oversee all salary and expense areas of the organization to ensure compliance with policy and procedure, final approval of forms in SIMBA, SAP Concur and Shop OnLion, Workday, SMCS, Unemployment Compensation, INTLA Scholarships, supervise, develop and present trainings to the college, supervision, manage pay and effort and balance year-end 1002 clearing account.

Financial Coordinator 5 – Assist Financial Officer, final approval of forms in SIMBA, Workday, SAP Concur and Shop OnLion, ensure compliance with policy and procedure, supervising Financial Coordinator 3's, manage pay and effort and year-end 1002 clearing account.

Financial Coordinator 3 - Reviewing, approving, training, supervising Financial Assistants. Responsible for approving forms in SIMBA, SAP Concur and Shop OnLion as well as pay and effort for Grad appointments.

Financial Assistant 3 & 4 - Input, processing, reviewing utilizing SIMBA and SAP Concur and imaging.