

**PHASE 5**  
**UCSD Finance**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Finance</b>	<b>Accounting</b>	Involves accounting functions such as analyzing, monitoring, preparing and reconciling financial information to reflect the condition of the organization and provide financial and other statistical data to control operations. Also may involve preparation of financial reports to meet internal and external reporting requirements. May include activities relating to developing, implementing and monitoring accounting systems, policies and procedures.
<b>Finance</b>	<b>Enterprise Risk Management</b>	Involves protecting the institution from loss. Develops and coordinates activities and programs that are designed to promote accountability. Helps identify and minimize risk of all types, and strengthen effectiveness and efficiency of controls.
<b>Finance</b>	<b>Financial Analysis</b>	Involves developing, interpreting and implementing financial concepts for financial planning, resource planning (dollars), and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.
<b>Finance</b>	<b>Financial Services</b>	Involves the processing and servicing of a variety of operational, personnel, and financial transactions and services. Includes cashiering, payroll, accounts receivable, accounts payable, purchasing, recharge billing, travel/entertainment, gift accounting, collections, data collection and data entry, analysis, review and control, customer servicing, and reporting.
<b>Finance</b>	<b>Payroll</b>	Involves activities associated with generation of payroll including labor distribution records, vacation and sick leave accrual, overtime and withholding status. Complies with all government reporting requirements for payroll taxes, withholding and employer contributions.

**PHASE 5**  
**UCSD Finance**  
**Family Function and Job Function Summary**

<b>Job Family</b>	<b>Job Function</b>	<b>Job Summary</b>
<b>Finance</b>	<b>Procurement</b>	Involves acquisition of goods and services including equipment acquisition, contracting for professional services, design and/or construction services, business contracts, maintenance services, consulting and personal services.
<b>Finance</b>	<b>Strategic Sourcing</b>	Develops strategies that result in best-in-class strategic sourcing practices and supplier relationships. Identifies projects to apply sourcing and purchasing/procurement methodology to leverage annual purchase volume and rationalize supplier base to ensure benefits/savings to University. Partners with internal clients and stakeholders to identify sourcing needs; conduct buyer/market profiles; share marketplace trends; develop sourcing strategies; share best practices and define acceptable service levels.
<b>Finance</b>	<b>Travel</b>	Develops, modifies, and executes company travel policies and procedures. Ensures the accurate compilation, analysis and reporting of travel data. Acts as primary contact with corporate travel agencies and vendors. Negotiates contracts with travel agencies and suppliers. Responsible for adherence to cost control and effectiveness in the travel department. May manage company employees or be responsible for coordinating activities with on-site contractors or outsourced resources providing travel services.