

**HOWARD UNIVERSITY**  
**Position Description**

**POSITION TITLE:** Education Specialist **SALARY GRADE:** HU-12  
**DATE REVISED:** December 1, 2014 **EEO CODE:** 02  
**JOB CODE:** 5005 **FLSA STATUS:** Exempt  
**BARGAINING UNIT:** N/A

<b>DEPARTMENT:</b>	<b>POSITION NO:</b>
<b>REPORTS TO:</b>	<b>GRANT:</b> <input type="checkbox"/> No <input type="checkbox"/> Yes ]

**BASIC FUNCTION:** The purpose of this position is to provide insightful analysis of the University's financial operations. The incumbent will manage the development and production of recurring analytical reports and analysis related to various special projects as requested by Senior Management.

**SUPERVISORY ACCOUNTABILITY:** Involves no responsibility or authority for the direction of others.

**NATURE AND SCOPE:** Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

**PRINCIPAL ACCOUNTABILITIES:** Provide advanced report creation and analysis using spreadsheets, databases and other advanced reporting tools.

Perform analysis of data and troubleshoot data integrity issues.

Provide guidance and input on key operational and systems initiatives impacting the financial reporting and analysis processes.

Provide general accounting and financial management support as needed.

Consult with units or departments and/or coordinates the preparation of operating budgets based on actual performance, previous budget figures, estimated revenue, expense reports and other factors.

Compare departmental expenditures with budget allocations to analyze budgets and recommend approval or disapproval to management.

Consult with units or departments regarding budget analysis, financial reports, reconciliations, irregular and unusual transactions and problem resolutions.

Confer with department heads and directors with respect to budgetary controls.

Monitor revenue and expense accounts to identifying problem accounts.

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Research, compile and update budgetary and forecast data for various financial reports.

Identify funding opportunities and changes in regulations, policies and procedures pertaining to work activities; inform appropriate staff of findings.

Assist in development of budget proposal and other aspects of the proposal.

Compile data for the preparation of various reports of research grant/contract activities involving moderately complex statistical compilations and thorough understanding of departmental policies and procedures.

Evaluate and review grant proposal documents for possible additional funding sources required.

Develop and maintain the computerized data reference sources to identify research interest, capabilities and assess faculty involvement in research projects.

Provide computer data searches for industry to facilitate sources of funding and/or persons with expertise in the research to be performed.

**CORE COMPETENCIES:** Knowledge of analytical budgetary accounting.  
Knowledge of the budgeting cycle and process.  
Ability to prepare comprehensive complex financial and budget reports.  
Ability to formulate comprehensive budget planning processes.  
Competence in both oral and written English to communicate in a clear and concise manner.  
Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Finance, Business Administration or closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related

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duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

**SIGNATURES REQUIRED:**

**SIGNED BY:** \_\_\_\_\_  
Department Manager/Supervisor

**DATE:** \_\_\_\_\_

**CERTIFIED BY:** \_\_\_\_\_  
Department of Compensation and Performance Management

**DATE:** \_\_\_\_\_