

Financial Officer Career Ladder

The Financial Officer Career Ladder at UAB offers clear progression for professionals responsible for managing fiscal operations, financial reporting, and strategic resource allocation across various units. These roles are critical in ensuring financial stability, regulatory compliance, and the integrity of institutional accounting practices.

Beginning with Financial Officer I, professionals provide essential fiscal and budgetary services, overseeing departmental accounts, ensuring proper financial reporting, and assisting in the development of budgets and financial management systems. As they advance to Financial Officer II, their responsibilities expand to managing larger, more complex financial operations, overseeing grants administration, revenue forecasting, space and facility planning, and compliance monitoring. At the highest level, Financial Officers III play a strategic leadership role, making high-level financial decisions, directing comprehensive financial operations, supervising accounting teams, and ensuring adherence to institutional financial policies and investment strategies.

This career ladder equips financial professionals with the expertise to navigate complex financial systems, implement sound fiscal policies, and contribute to the strategic financial health of UAB.



Click on a job title above for additional information.

Financial Officer I

Using knowledge of fundamental concepts, practices and procedures specific to accounting, financial analysis and budgetary processes, the Financial Officer I role is responsible for providing fiscal and budgetary services to an assigned unit, managing assigned departmental accounts and providing ongoing financial analysis of departmental accounting functions. Financial Officers I assure proper accounting for state, grant, contract and/or revenue accounts as assigned; provide analysis of gross expenditures and make recommendations for maintaining fiscal stability; assist in developing and administering budgets; monitor adherence to financial policy and procedure; develop and provide financial statements and reports to upper management on a regular or requested basis; interact with vendors and comply with UAB bid policy and procedures; provide financial guidance to assigned staff and appropriate University personnel and coordinate integration with the University accounting system; and act as liaison with appropriate University financial staff. Financial Officers I may establish and maintain financial management databases and systems which conform to standard accounting practices; may supervise departmental accounting operations and activities which could include approval and processing of disbursement and internal requisitions; may make decisions regarding the use of financial resources; and may prepare and/or supervise processing of departmental personnel action forms as well as assume some payroll duties.

**EDUCATION/
EXPERIENCE:** Bachelor's degree in Accounting, Business or a related field and two (2) years of related experience required. Work experience may substitute for education requirement.

GRADE: W.G333

FLSA STATUS: Exempt

REMOTE/HYBRID: Eligible

CAREER LEVEL: Individual Contributor

Financial Officer II

The Financial Officer II role manages and has significant authority for financial operations of larger, more complex units. Typical duties may include but are not limited to developing and administering budgets and financial systems, projects revenue, space and facility planning, grants management, and regulatory compliance. Financial Officers II monitor adherence to and follow established guidelines, policies and procedures for assigned unit; ensure all financial operations are in compliance with generally accepted accounting principles; establish and maintain accurate financial management databases; make decisions regarding the reporting and use of financial resources; and provide financial guidance to assigned staff and appropriate University personnel and coordinate integration with the University accounting system. Financial Officers II may oversee billing and collections operations, including third party reimbursement and direct patient billing for some units; may manage revenue producing activity; may manage the entire or parts of the accounting function for assigned unit. Financial Officers II typically supervise office support and/or professional staff which could include hiring, training, performance evaluation, discipline and, if necessary, discharge, and handle other duties as assigned.

**EDUCATION/
EXPERIENCE:** Bachelor's degree in Accounting, Business or a related field and five (5) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE: W.G355

FLSA STATUS: Exempt

REMOTE/HYBRID: Eligible

CAREER LEVEL: Individual Contributor

Financial Officer III

Under minimal supervision, the Financial Officer III role manages and has significant authority for financial operations of a large complex unit requiring comprehensive knowledge of principles, procedures and practices specific to accounting, financial analysis and budgeting. Financial Officers III supervise departmental accounting operations and activities including approval and processing of disbursement requisitions and internal requisitions, personnel action papers, interaction with vendors, and compliance with UAB bid policy and procedures. Financial Officers III make decisions regarding the reporting and use of financial resources; provide ongoing financial analysis of departmental accounting functions; ensure proper accounting for all state, grant, contract and/or revenue accounts; develop and administer budgets, financial systems, and projects revenue; develop and monitor financial policies and procedures; develop financial statements and provide reports to department chairperson, department head, director or other senior leader(s); and provide financial guidance to assigned staff and University accounting system. Financial Officers III may make decisions regarding short-term investments; may manage revenue-producing activities; may have responsibility for effort reporting and regulatory compliance; and may supervise accounting office staff which may include hiring, training, evaluating performance, disciplinary actions and, if necessary, discharge of staff.

EDUCATION/ EXPERIENCE:	Bachelor's degree in Accounting, Business or a related field and seven (7) years of related experience required. Work experience may NOT substitute for education requirement.
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GRADE:	W.G390
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FLSA STATUS:	Exempt
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REMOTE/HYBRID:	Eligible
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CAREER LEVEL:	Individual Contributor
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