

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Fiscal Officer/Management Analyst/1175**

Function and General Scope

Positions assigned to this class are responsible for performing strategic financial analysis and developing reports and systems for a major operating unit of the University. Responsibilities generally include administering the accounting and management information systems functions, ensuring compliance with University, State and Federal regulations and providing analyses and reports used to establish rates and determine cost effect methods of conducting business.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business, economics or a related field, and three (3) years of experience directly related to the duties and responsibilities specified. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.