

Finance Foundational and Role Based Learning Programs

Below is a summary of the GA@WORK Finance Learning Programs and the estimated time to complete each. For more details on courses and Learning Programs, visit the [GA@WORK Resource Library](#).

Role	Courses in Learning Program eLearning Instructor Led	Est. Hours
Foundational Learning Programs		
Employee	<i>Basic Navigation + ESS + Mange My Learning</i>	2.5
Manager	<i>Basic Navigation + HCM Overview + Introduction to Reporting + ESS + MSS + Talent Management + Performance Management + Learning + Recruiting for Managers + Onboarding Setup</i>	8
Role Based Learning Programs		
Accountant & Accounting Operations Lead	<i>Finance Overview + Financial Accounting I + Financial Accounting II + EIB Journal Launch + Financial Allocation Pools</i>	6
Accounting Configurator & Allocation Pool Accountant	<i>Finance Overview + Financial Allocation Pools + Financial Allocations</i>	2
AP Data Entry Specialist	<i>Finance Overview + Manage Accounts Payable I + Manage Accounts Payable II</i>	5.5
AR Operations Lead	<i>Finance Overview + AR Operations Leads</i>	4
Award Contract Specialist & Approver, Sponsored Program Manager	<i>Finance Overview + Grants Management</i>	4.5
Banking Reconciliation Specialist	<i>Finance Overview + Banking & Settlement Management</i>	5

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Role Based Learning Programs		
<i>Budget Analyst, Executive, Manager, Planner & Enterprise Budget User, OPB</i>	<i>Finance Overview + <u>Financial Budget Management</u></i>	5.5
<i>Business Asset Accountant & Business Asset Tracking Specialist</i>	<i>Finance Overview + <u>Business Assets I</u> + <u>Business Assets II</u></i>	5
<i>Customer Billing, Payment & Refund Specialists</i>	<i>Finance Overview + <u>Customer Payment & Billing Specialists</u></i>	4.5
<i>Expense Data Entry Specialist</i>	<i>Expense Management</i>	1
<i>Procurement & Spend Settlement Specialists</i>	<i>Finance Overview + <u>Banking & Settlement Management</u></i>	5
<i>Project Hierarchy Manager & Project manager</i>	<i>Finance Overview + <u>Project Management</u></i>	3.5
<i>Supplier Liaison</i>	<i>Finance Overview + <u>Supplier Liaisons</u></i>	4.0
<i>1099 Specialist</i>	<i>Finance Overview + <u>1099 Overview</u></i>	1.5