

## 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 <i>eLearning</i>   <i>Instructor Led</i>	Est. Hours
<b>Foundational Learning Programs</b>		
Employee	<i>Basic Navigation + ESS + Manage 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
<b>Role Based Learning Programs</b>		
Accountant & Accounting Operations Lead	<i>Finance Overview + <u>Financial Accounting I</u> + <u>Financial Accounting II</u> + EIB Journal Launch + Financial Allocation Pools</i>	6
Accounting Configurator & Allocation Pool Accountant	<i>Finance Overview + Financial Allocation Pools + Financial Allocations</i>	3
Accounting Analyst & Finance Analyst	<i>Finance Overview + Intro to Reporting</i>	2
AP Data Entry Specialist	<i>Finance Overview + <u>Manage Accounts Payable I</u> + <u>Manage Accounts Payable II</u></i>	5.5
AR Operations Lead	<i>Finance Overview + <u>AR Operations Leads</u></i>	4
Award Contract Specialist & Approver, Sponsored Program Manager	<i>Finance Overview + <u>Grants Management</u></i>	4.5
Banking Reconciliation Specialist	<i>Finance Overview + <u>Banking &amp; Settlement Management</u></i>	5

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<b>Role Based Learning Programs</b>		
<i>Budget Analyst, Planner, Executive &amp; Manager, OPB, Enterprise Budget User</i>	<i>Finance Overview + <u>Financial Budget Management</u></i>	5
<i>Budget Analyst, Planner, Executive &amp; Manager, OPB</i>	<i>Intro to Adaptive Planning + Adaptive Planning 2: Agency Workforce Planning + Adaptive Planning 3: Operational Expenses &amp; Revenues + Adaptive Planning 4: Annual Budget Cycle</i>	TBD
<i>Enterprise Budget User</i>	<i>Intro to Adaptive Planning + Adaptive Planning 2: Agency Workforce Planning + Adaptive Planning 3: Operational Expenses &amp; Revenues + Adaptive Planning 4: Annual Budget Cycle + Adaptive Planning 5: Risk Pool Premium Forecast</i>	TBD
<i>Business Asset Accountant &amp; Business Asset Tracking Specialist</i>	<i>Finance Overview + <u>Business Assets I</u> + <u>Business Assets II</u></i>	5
<i>Customer Billing, Payment &amp; Refund Specialists</i>	<i>Finance Overview + <u>Customer Payment &amp; Billing Specialists</u></i>	4.5
<i>Expense Data Entry Specialist</i>	<i>Expense Management</i>	1
<i>Help Desk (SAO-CSC)</i>	<i>Finance Overview + 1099 Overview + <u>AR Operations Leads</u> + <u>Banking &amp; Settlement</u> + <u>Business Assets I &amp; 2</u> + <u>Customer Billing &amp; Payment Specialists</u> + <u>Financial Accounting 1 &amp; 2</u> + <u>Financial Budget Management</u> + <u>Grants Management</u> + <u>Manage Accounts Payable 1 &amp; 2</u>, <u>Projects Management</u> + <u>Supplier Liaison</u></i>	20+

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<b>Role Based Learning Programs</b>		
Payroll Liaison & Partner	<i>Introduction to Reporting</i> + <u>Manage Payroll</u>	9
Procurement & Spend Settlement Specialists	Finance Overview + <u>Banking &amp; Settlement Management</u>	5
Project Hierarchy Manager & Project Manager	Finance Overview + <u>Project Management</u>	3.5
Supplier Liaison	Finance Overview + <u>Supplier Liaisons</u>	7
1099 Specialist	Finance Overview + 1099 Overview	1.5
Time & Absence Partner & Timekeeper	<i>Introduction to Reporting</i> + <u>Manage Time &amp; Absence</u>	3