

Job Template: Financial Assistant 1

Occupational Group	Administrative Services						
Job Family	Financial, Accounting, Budget						
Job Path	Financial Professional						
Job Title	Financial Assistant 1						
Job Code	B23000	FLSA Status	N	Job Category	P	Job Level	1

P1: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Assignments tend to be reoccurring and work outputs generally are delivered in a prescribed form/format.
- May alter the order in which work or a procedure is performed to improve efficiency and effectiveness.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under supervision.
- Progress and outcomes are reviewed for consistency with instructions and established procedures.

→ *Context of Decisions*

- Determines the process of how work is to be done based on precedent, practice, and existing policy at the unit/office level.

→ *Job Controls*

- Receives some instructions with respect to details of most work assignments.

COMPLEXITY AND PROBLEM SOLVING

→ *Course of Resolution*

- Resolutions are typically generated by utilizing existing procedures or practice.
- Typically, problems can be quickly and relatively easily resolved.

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→ *Measure of Creativity*

- Tasks or activities are reoccurring with emphasis typically on precision and timeliness of execution.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Job Template

GENERAL SUMMARY

Processes and maintains records of all financial transactions for the department including purchasing, travel, billing, payroll, and all other disbursements. This position is also responsible for inventory control, tracking all departmental assets and controllable property.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Provides financial, administrative, and program support for assigned area.
- Processes daily credit card deposits, credit card credits, cash, and check deposits.
- Monitors, tracks, and maintains accurate financial records. Prepares reports, as needed.
- Submits, reviews, and approves financial and payroll transactions.
- Assists with grant proposal development, post award proposal management, and grant related issues.
- Updates and distributes budget request packages. Creates and disseminates budget reports.
- Manages invoice processing. Verifies purchase orders and available funds.
- Responds to and resolves a variety of financial questions and issues.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Associate's degree in related field.
- Two to three years of related experience.

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COMPETENCIES

Knowledge of:

- Account reconciliation processes
- Financial records system
- Financial regulations for federal and university funds
- Accounting practices and procedures
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Interpret and apply grant and university policies
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Generate and analyze financial reports
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

Job Template: Financial Assistant 2

Occupational Group	Administrative Services						
Job Family	Financial, Accounting, Budget						
Job Path	Financial Professional						
Job Title	Financial Assistant 2						
Job Code	B23001	FLSA Status	E	Job Category	P	Job Level	2

P2: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under general supervision.
- Periodic checks on accuracy, quality, and timeliness of outcomes.

→ *Context of Decisions*

- Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

→ *Job Controls*

- Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
- Guided by general procedures and professional norms.

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Job Path	Financial Professional						
Job Title	Financial Assistant 2						
Job Code	B23001	FLSA Status	E	Job Category	P	Job Level	2

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Problems tend to be modestly technical or operational.

→ *Course of Resolution*

- Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
- Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

→ *Measure of Creativity*

- Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
- Most of the obstacles, issues, or concerns can be handled with established practice and policy.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions typically affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

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Occupational Group	Administrative Services						
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Job Template

GENERAL SUMMARY

Provide a broad range of financial and budgeting services with a focus on processing financial and administrative transactions, as well as maintaining a complete set of records for a department/division.

REPORTING RELATIONSHIPS AND TEAM WORK

Works under general supervision of a supervisor or manager.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Provides financial, administrative, and program support for assigned area.
- Monitors fiscal procedures for duplication, efficiency, effectiveness, and compliance with required policies and regulations, making modifications as needed.
- Prepares regular financial statements of condition for each unit or cost center and makes available timely and accurate financial information, including budget projections and analysis.
- Assists in developing and managing department/division budgets and in maintaining budgetary control over approved budget.
- Monitors, tracks, and maintains accurate financial records. Prepares reports, as needed.
- Submits, reviews, and approves financial and payroll transactions.
- Assists with grant proposal development, post award proposal management, and grant related issues.
- Updates and distributes budget request packages. Creates and disseminates budget reports.
- Manages invoice processing. Verifies purchase orders and available funds.
- Responds to and resolves a variety of financial questions and issues.
- Performs related work as required.

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Job Path	Financial Professional						
Job Title	Financial Assistant 2						
Job Code	B23001	FLSA Status	E	Job Category	P	Job Level	2

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Two to three years of related experience.

COMPETENCIES

Knowledge of:

- Account reconciliation processes
- Financial records system
- Financial regulations for federal and university funds
- Budget preparation and fiscal control methods
- Accounting practices and procedures
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Interpret and apply grant and university policies
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Generate and analyze financial reports
- Analyze and modify fiscal procedures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management