AUBURN
Human Resources

# Asst I, Financial-Dept

Job Description

## JOB INFORMATION

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| Job Code | DE01A |
| Job Description Title | Asst I, Financial-Dept |
| Pay Grade | FO03 |
| Range Minimum | $32,850 |
| 33rd % | $36,690 |
| Range Midpoint | $38,600 |
| 67th % | $40,520 |
| Range Maximum | $44,350 |
| Exemption Status | Non-Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 12/15/2011 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Financial & Business Operations |
| Job Function: | Accounting & Finance |

## JOB SUMMARY

Performs a variety of basic financial tasks such as, but not limited to preparing, examining, coding, entering and processing forms, letters, vouchers, documents, and reports in a college, school, or department. Also handles cash, check or other forms of payments or collections.

## RESPONSIBILITIES

- Receives, examines, codes, approves, enters, posts and/or processes vouchers, forms, reports, and other documents.
- Originates, prepares, and/or approves vouchers, forms, letters, papers, schedules, reports and other documents and resolves inconsistencies and errors with appropriate persons.
- Collects, handles, and accounts for cash, checks, money orders and other forms of payments.
- Assembles budget data for supervisor and performs accounting and budgeting verification.
- Assists with or prepares student biweekly payroll, auditing time sheets and entering time on the time entry system for payroll.
- Supports implementation of new or modified financial systems.
- Monitors and communicates with vendors, departments, and customers regarding payments, billings and other contract or invoice concerns.
- Advises staff, faculty, and students of standard policies and procedures.
- Operates standard office equipment including, but not limited to a desk top computer.
- May perform various support functions including, but not limited to making meeting, seminar, and travel accommodations, answering phones, greeting visitors, handling mail, maintaining inventories, and preparing HR-related paperwork.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 0 years of | experience in financial support services. | |

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|---|---|
| Substitutions Allowed for Experience | Yes |
| *Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.* | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Basic knowledge of standard office functions. | |
| Communicates with other is limited to exchange of routine information. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | X | | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |