AUBURN
Human Resources

Asst II, Financial-Dept

Job Description

JOB INFORMATION

Job Code	DE01B
Job Description Title	Asst II, Financial-Dept
Pay Grade	FO04
Range Minimum	$35,390
33rd %	$40,100
Range Midpoint	$42,460
67th %	$44,820
Range Maximum	$49,540
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/15/2011

JOB FAMILY AND FUNCTION

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

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	2 years of	experience in financial support services.	

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

Standard knowledge of office functions.	And
Working knowledge of Auburn University administrative systems appropriate to the position.	

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

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:
Ability to see information in print and/or electronically.