AUBURN
Human Resources

# Asst I, Financial-Central

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | DE03A |
| Job Description Title | Asst I, Financial-Central |
| 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

Within a central business or financial department, performs a variety of basic financial tasks such as preparing, examining, coding, and processing forms, vouchers, letters, documents, and reports within the central business office of the University (e.g., Accounts Payable, Bursar, Contracts and Grants Accounting, Payroll & Benefits, Treasury Services, Procurement and Purchasing Services, etc.). Provides final review and approval of expenditure documentation for university system.

## RESPONSIBILITIES

- Receives, evaluates, codes, approves, enters, posts and/or processes vouchers, forms, reports, and other documents.
- Identifies and resolves inconsistencies and errors in financial documentation with appropriate persons.
- Assists vendors, parents, students or departments concerning payments, balances, payroll inquiries, discrepancies or other account issues.
- Makes journal entries, updates accounts on financial systems and updates various budget or management reports.
- Files original vouchers, certificates or other paperwork according to department policies and procedures.
- Supports implementation of new or modified financial systems.
- Collects and processes cash, checks, stock, money orders and/or other negotiable instruments.
- May originate, prepare, and/or approve vouchers, forms, letters, reports and other documents in response to requests.

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. | And |
| 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 | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| 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. |