



**JOB INFORMATION**

|                         |                      |
|-------------------------|----------------------|
| Job Code                | DE02B                |
| Job Description Title   | Assoc II, Financial  |
| Pay Grade               | FO06                 |
| Range Minimum           | \$40,300             |
| 33rd %                  | \$47,020             |
| Range Midpoint          | \$50,380             |
| 67th %                  | \$53,740             |
| Range Maximum           | \$60,460             |
| 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**

Provides financial and accounting support in budget management, financial reporting, and/or audit/reconciliation.

**RESPONSIBILITIES**

- Prepares, examines, codes, and processes forms, vouchers, and reports for financial transactions.
- Assists with budget preparation and analysis.
- Advises others about development and implementation of new systems and work flow procedures; and may train, assign and review the work of others.
- Generates, reviews, analyzes, reconciles and processes reports and listings from central offices.
- Collects and disburses cash, checks, and other negotiable instruments.
- Manages receiving, auditing, and reporting of funds into the financial accounting system.
- May prepare timesheets for department employees and enter payroll in university time entry system.
- May provide payment services to include (but not limited to) approving payments of invoices and processing requisitions.
- May serve as liaison to central or other finance offices and assists faculty in initiating contract and grant proposals.

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 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     | High School Diploma or equivalent | and | 6 years of          | Experience in financial support services. Experience must include at least 2 years at the preceding level or equivalent. |  |

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

Knowledge of extensive body of rules, precedents, procedures applicable to administrative support work.

## 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      |              |            |            |

# WORKING ENVIRONMENT

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