



**JOB INFORMATION**

Job Code	DE03A
Job Description Title	Asst I, Financial-Central
Pay Grade	FO03
Range Minimum	\$31,280
33rd %	\$34,920
Range Midpoint	\$36,750
67th %	\$38,570
Range Maximum	\$42,220
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**

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.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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	0 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

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 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			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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