

AgriLife Classification Description

Last Updated: 4/17/04

0121
FINANCIAL ASSISTANT II
05/24/04

SUMMARY

General Description: Performs complex clerical, accounting, and customer service support within finance.

DUTIES

Typical: Processes complex financial transactions; verifies, changes and retrieves financial data; provides customer service and answers inquiries; applies and enforces rules and regulations; researches problems and discrepancies; performs word processing and prepares spreadsheets; performs general office duties such as copying, and faxing; maintains files and records; may perform cash handling duties; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation, including business courses at the high school or college level, or any equivalent combination of training and experience.

Preferred: Business course at a college level.

EXPERIENCE

Required: One year as a Financial Assistant I, or two years financial or accounting experience related to payroll, purchasing, or fiscal transactions.

Preferred: Previous TAMUS experience.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Excellent communication, customer service and problem solving skills. Attention to detail. Ability to comprehend and carry out rules and regulators. Working knowledge of word processing, spreadsheet programs and bookkeeping procedures preferred. Ability to use standard office equipment, microcomputers and terminals in a mainframe environment.