

AgriLife Classification Description

Last Updated: 6/15/02

0122
FINANCIAL ASSISTANT III - UNIVERSITY
04/15/02

SUMMARY

General Description: Performs advanced clerical, accounting, and customer service support at a University level within the Division of Finance.

DUTIES

Typical: Processes complex financial transactions requiring an advanced level of customer service support at a University level; verifies, changes and retrieves financial data; applies and enforces rules and regulations; researches and resolves problems and discrepancies; compiles information for reports; reviews and audits the work of others; assists in specialized activities; provides periodic guidance and acts as a resource to Financial Assistants and Student Workers; performs word processing and prepares spreadsheets; 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: Periodic instruction to Financial Assistants I and II and Student Workers.

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 II or three years financial or accounting experience related to payroll, purchasing, or fiscal transactions.
Preferred: Previous Texas A&M University experience.

KNOWLEDGE, ABILITIES AND SKILLS

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