

## AgriLife Classification Description

Last Updated: 6/15/02

0123  
FINANCIAL SPECIALIST I  
04/15/02

### SUMMARY

**General Description:** Provides clerical, accounting, and customer service support duties in a specialized field within the Division of Finance.

### DUTIES

**Typical:** Performs assigned duties within specialized field including recording, sorting, verifying, entering and retrieving financial data; provides customer service and/or accounting related duties at a University level; provides general guidance to departments, agencies and administrators regarding financial matters relating to a specialized field; reviews and audits the work of outside departments; applies and enforces rules and regulations; researches problems and discrepancies; performs word processing and prepares spreadsheets; maintains files and records; may have transactional approval; performs related duties as required.

### SUPERVISION

**Received:** Instruction and regular 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 III, or four years of experience in a specialized financial field such as accounts payable, payroll, student accounts.

**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. Working knowledge of word processing, spreadsheet programs and bookkeeping procedures preferred. Ability to use standard office equipment, microcomputers and terminals in a mainframe environment.