

AgriLife Classification Description

Updated: 01/30/08

0124
FINANCIAL SPECIALIST II
04/15/02

SUMMARY

General Description: Provides complex 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; acts as a resource to the University regarding financial matters relating to a specialized field; exercises transactional approval; compiles statistics and data; audits transactions; assists with writing and implementing standardized procedures; applies and enforces rules and regulations; researches and resolves problems and discrepancies; provides periodic guidance and acts as a resource to Financial Specialists I, Financial Assistants and Student Workers; performs word processing and prepares spreadsheets; maintains files and records; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: Periodic instruction to Financial Specialists I, Financial Assistants 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 Specialist I or five 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 at a University level. Demonstrated abilities in a specialized field. Working knowledge of word processing, spreadsheet programs and bookkeeping procedures preferred. Ability to use standard office equipment, microcomputers and terminals in a mainframe environment.