

# AgriLife Classification Description

Last Updated: 5/18/07

8605  
FINANCIAL MANAGEMENT SUPERVISOR I  
04/15/02

## SUMMARY

**General Description:** Supervises financial management operations and staff at a University level within the Division of Finance.

## DUTIES

**Typical:** Supervises a functional unit within the Division of Finance; supervises the preparation of reports; performs test audits on financial transactions for accuracy and conformance with established standards and procedures; supervises the design of internal controls; applies financial data to the resolution of administrative or operating problems; evaluates and recommends improvements to operational or procedural processes; ensures progress on assigned projects and functions of the unit; provides technical expertise to unit and may specialize in an area of financial management; performs related duties as required.

## SUPERVISION

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** Instruction and regular review to classified and nonclassified staff and student workers.

## EDUCATION

**Required:** Bachelor's degree or an equivalent combination of training and experience

**Preferred:** Bachelor's degree in accounting.

## EXPERIENCE

**Required:** Two years accounting experience in a business office.

**Preferred:** Previous supervisory experience and experience in higher education.

## LICENSES, CERTIFICATES OR REGISTRATION

**Required:** None.

**Preferred:** Professional Certification.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Excellent oral and written communication; customer service and problem-solving skills. Familiarity with internal controls. Practical knowledge of governmental and higher education operations. Ability to comprehend and apply rules and regulations. Working knowledge of word processing, spreadsheet programs and database program management preferred. Demonstrated ability to supervise others preferred. Use of standard office equipment, microcomputers and terminals in a mainframe environment.