

AgriLife Classification Description

Last Updated: 2/7/08

8606
FINANCIAL MANAGEMENT SUPERVISOR II
04/15/02

SUMMARY

General Description: Supervises financial management operations and staff within a unit.

DUTIES

Typical: Supervises a large and complex functional unit(s); demonstrates mastery in a specialized area of financial management; trains current departmental staff, new employees and end users; assists in the development of methods for improving efficiency; evaluates and implements operational or procedural processes; 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; ensures progress on assigned projects and functions of the unit; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: General 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: Three years as a Financial Management Supervisor I or four years of accounting experience in a business office, including previous supervisory experience.

Preferred: 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 in an increasingly complex environment. Familiarity with internal controls. Practical knowledge of governmental and higher education operations. Demonstrated ability to supervise others. Ability to comprehend and apply rules and regulations. Working knowledge of word processing, spreadsheet programs and database program management preferred. Familiarity with agency operations within specialized field preferred. Use of standard office equipment, microcomputers and terminals in a mainframe environment.