

AgriLife Classification Description

Last Updated: 2/7/08

8610
ASSISTANT FINANCIAL MANAGER
04/15/02

SUMMARY

General Description: Assists in the management of financial management operations and staff.

DUTIES

Typical: Assists in the management and supervision of a functional unit(s); manages multiple reporting, projects and functions simultaneously; serves as subject matter specialist; designs and initiates training; writes procedures on specialized field; assists in maintaining budgetary controls; may assist in the preparation of budget requests; analyzes legislative bills and other regulatory activity to determine impact; prepares or directs the preparation of status analyses of funds and expenditures; assists in planning and developing operational and financial procedures and processes; may represent the unit to departments, agencies and administrators; reviews internal processing procedures to ensure compliance with applicable agency, state and federal regulations; organizes work flow of unit; develops methods for improving efficiency and maintenance 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 in accounting or closely related field.

Preferred: Bachelor's degree in accounting.

EXPERIENCE

Required: Two years as a Financial Management Supervisor II or six 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. Wide range of knowledge of governmental and higher education operations. Ability to make decisions. Demonstrated ability to supervise others. Use of standard office equipment, personal computers and terminals in a mainframe environment.