

## AgriLife Position Description

Last Updated: 04/20/06

9533  
ASSISTANT AGENCY DIRECTOR FOR FISCAL AFFAIRS  
07/20/99

### *SUMMARY*

**General Description:** Responsible for planning, organizing, directing and staffing the fiscal functions for the Agricultural Experiment Station and the TAMU College of Agriculture and Life Sciences.

### *DUTIES*

**Typical:** Coordinates the establishment and evaluation of goals and objectives for service areas of accounting, fiscal, rules and procedures, fund and cash management, budget planning and analysis, fiscal management information/automated bookkeeping system, financial reporting, property and records management, purchasing and disbursement, preparation of special reports and presentations; serves on Station, University and System committees; assists Station administrators and unit heads with fiscal related matters and initiatives; other essential job related duties as required.

### *SUPERVISION*

**Received:** Limited supervision from the assistant vice chancellor for administration.

**Given:** Both general and specific guidance to the fiscal staff.

### *EDUCATION*

**Required:** Bachelor's degree in accounting or business administration.

**Preferred:** Ten or more years progressively responsible experience in accounting or fiscal operations. Willingness and ability to travel overnight via automobile or airplane.

### *EXPERIENCE*

**Required:** Record of related continuing education beyond bachelor=s degree; fiscal management experience; Certified Public Accountant.

### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Use of personal computer and other standard office equipment.