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## Auburn University Job Description

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|--------------|-------------------------|----------|------------------------------|
| Job Title:   | <b>Assoc, Financial</b> | Level I  | Grade 28 \$21,900 - \$36,500 |
| Job Code:    | <b>DE02</b>             | Level II | Grade 29 \$24,400 - \$40,800 |
| FLSA status: | Non-exempt              |          |                              |

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### Job Summary

Provides financial and accounting support in budget management, financial reporting, and/or audit/reconciliation.

### Essential Functions

1. Prepares, examines, codes, and processes forms, vouchers, and reports for financial transactions.
2. Assists with budget preparation and analysis.
3. Advises others about development and implementation of new systems and work flow procedures; and may train, assign and review the work of others.
4. Generates, reviews, analyzes, reconciles and processes reports and listings from central offices.
5. Collects and disburses cash, checks, and other negotiable instruments.
6. Manages receiving, auditing, and reporting of funds into the financial accounting system.
7. May prepare timesheets for department employees and enter payroll in university time entry system
8. May provide payment services to include (but not limited to) approving payments of invoices and processing requisitions.
9. May serve as liaison to central or other finance offices and assists faculty in initiating contract and grant proposals.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

### Job Family Levels

| Level | Responsibility  | Knowledge  | Education and Experience*   |
|-------|---|--|---|
| I     | Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.                        | Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | High school diploma or equivalent plus 4 years.   |
| II    | Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.  | High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

\* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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### Minimum Required Education and Experience

**Level I** High school diploma or equivalent plus 4 years.

**Level II** High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

### Focus of Education

High School Diploma or equivalent

### Focus of Experience

Experience in financial support services

### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

### Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

### Certification or Licensure Requirements:

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands,

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/17/2009

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