
Auburn University Job Description

Job Title:	Asst, Financial-Central	Level I	Grade 26 \$18,400 - \$30,600
Job Code:	DE03	Level II	Grade 27 \$20,300 - \$33,800
FLSA status:	Non-exempt		

Job Summary

Within a central business or financial department, performs a variety of basic financial tasks such as preparing, examining, coding, and processing forms, vouchers, letters, documents, and reports within the central business office of the University (e.g., Accounts Payable, Bursar, Contracts and Grants Accounting, Payroll & Benefits, Treasury Services, Procurement and Purchasing Services, etc.). Provides final review and approval of expenditure documentation for university system.

Essential Functions

1. Receives, evaluates, codes, approves, enters, posts and/or processes vouchers, forms, reports, and other documents.
2. Identifies and resolves inconsistencies and errors in financial documentation with appropriate persons.
3. Assists vendors, parents, students or departments concerning payments, balances, payroll inquiries, discrepancies or other account issues.
4. Makes journal entries, updates accounts on financial systems and updates various budget or management reports.
5. Files original vouchers, certificates or other paperwork according to department policies and procedures.
6. Supports implementation of new or modified financial systems.
7. Collects and processes cash, checks, stock, money orders and/or other negotiable instruments.
8. May originate, prepare, and/or approve vouchers, forms, letters, reports and other documents in response to requests.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

* 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.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent within Auburn University.

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.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

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, reaching, talking, hearing, handling objects with hands, .

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

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

Date: 12/15/2011
