
Auburn University Job Description

Job Title:	Supv, Financial Services	Job Family:	No Family
Job Code:	DF02	Grade 30:	\$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Supervises and coordinates activities of employees engaged in calculating, posting, and verifying financial data.

Essential Functions

1. Supervises and participates in preparing materials requiring analyses of supporting documents and ensures entries are entered into systems properly.
2. Studies and standardizes procedures to improve efficiency.
3. Identifies, resolves problems and inconsistencies, and determines appropriate corrective action.
4. Communicates and coordinates accounting policies and procedures with departments, university employees, students, vendors, donors, and/or customers.
5. Supervises the maintenance of financial files and may serve as archival coordinator.
6. Compiles regular reports and composite reports from individual reports of subordinates.
7. May perform financial assistant and other clerical accounting duties.
8. May perform human resources related duties to include payroll.
9. Regularly monitors IRS guidelines and CASE Management and Reporting Standards to ensure compliance

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	8	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

Knowledge of financial record management, and basic accounting principles and practices. Developed supervisory skills.

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, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2012
