

## DRAFT – December 21, 2017

### FINANCIAL SERVICES JOB FAMILY – FINANCIAL SERVICES ASSISTANT

**JOB FAMILY CONCEPT:** The Financial Services job family is responsible for all aspects of accounting, budgeting, and financial activities related to maintaining and managing the university's diverse fiscal resources to ensure compliance with applicable laws, regulations, and policies. Financial Services roles serve to provide fiscally responsible services to the university community including but not limited to accounting, budgeting, reconciliation, sponsored project and grant management, financial services, medical billing, reporting, asset management, payroll and general financial assistance.

#### **FINANCIAL SERVICES ASSISTANT**

The Financial Services Assistant role provides basic to moderately complex technical support for daily accounting operations by performing a variety of tasks by following policies and procedures that may include, but are not limited to: preparing and processing financial transactions, monitoring and balancing accounts, processing payroll, HR, and travel transactions, and reconciling procurement card (p-card) accounts. This role also provides purchasing support, initial review of contracts for standard terms and conditions, performs inventory and basic asset management, and prepares both routine and non-routine reports as requested. May perform administrative or human resources functions in support of financial or departmental operations.

The **Financial Services Assistant** role is distinguished from the **Financial Services Professional** role in that it is responsible for the knowledge and application of general fiscal policies and procedures. The **Financial Services Assistant** role is primarily responsible for processing financial transactions and reconciliation of accounts.

Conversely, the **Financial Services Professional** role demonstrates a level of expertise in one or more areas and is responsible for the interpretation and application of broad policies and procedures. **Financial Services Professional** roles often exercise significant independence and autonomy and may collaborate with financial leadership on areas of greater complexity.

The competencies for the **Financial Services Assistant** role are usually gained through specialized or on-the-job training whereas the **Financial Services Professional** role typically requires professional preparation and the application of accounting, finance, and business theories.

#### **FINANCIAL SERVICES ASSISTANT 1**

##### **Typical Functions**

Responsible for entry level record keeping and accounting tasks in support of major accounting activities for a unit, department or division. Performs a variety of basic financial tasks such as preparing, examining, coding and processing forms, vouchers, letters and document by following established procedures and policies. Provides assistance to faculty, staff and students and responds to routine financial or procedural questions. Reviews invoices, requisitions, and purchase orders for accuracy of information, researches and works with appropriate persons to resolve discrepancies. Processes, audits, and enters invoices, requisitions, purchase orders, travel, payroll, and other financial related transactions into financial system. Perform cashiering functions, prepares and issues receipts. Maintains financial files, spreadsheets and logs. May perform other general clerical functions.

##### **Complexity and Decision Making Authority**

Provides basic financial support. Work is closely monitored by supervisor. Tasks are generally routine, well-defined, and standardized in nature. Follows specific procedures. Task variety is limited.

##### **Knowledge, Skills, and Abilities**

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Basic knowledge of standard office functions, accounting recordkeeping, electronic spreadsheets and computer operation. Basic knowledge of financial policies and procedures. Basic math skills. Skills in maintaining attention to detail. Ability to maintain accurate records and files. Ability to compare information and recognize discrepancies. Ability to provide excellent customer service. Ability to communicate effectively both in person and in writing.

### Education/Experience

High school graduation or the equivalent and one year of relevant experience, or an equivalent combination of training and experience.

## FINANCIAL SERVICES ASSISTANT 2

### Typical Functions

Provides moderately complex financial support for daily operations. Follows established procedures to select appropriate account to ensure payment of bills and record keeping in compliance with supervisory direction. Supports implementation of new or modified financial procedures. Performs accounts receivable/payable procedures and ensures accurate records of transactions are kept. Records revenue, makes deposits, enters payments, balances accounts, and distribute costs to various accounts according to assigned coding. Enters billable information and generates invoices. Provides purchasing support through informal bid process, entering requisitions, monitoring receipt of purchase and processing payments. Ensures accurate account of fixed assets and inventory is maintained. Reconciles p-card accounts. Reviews travel purchases and enters expense reports according to policy and procedure. Compiles data from accounting reports as instructed. May enter, process, and reconcile payroll. May provide work direction to staff or supervise students.

### Complexity and Decision Making Authority

Decisions made include selecting appropriate codes and accounts based on established structure. Challenged to identify fund shortages, and research and correct billing and voucher errors.

### Knowledge, Skills, and Abilities

Knowledge of basic accounting and financial principles. Analytical and problems solving skills. Ability to solve problems. Ability to gather data, compile information and prepare reports. Ability to accurately perform inventory and asset maintenance activities.

### Education/Experience

High school graduation or the equivalent and two years relevant experience, or an equivalent combination of training and experience.

## FINANCIAL SERVICES ASSISTANT 3

### Typical Functions

Provides financial and accounting support to budget and grant management, financial reporting and/or audit/reconciliation for a wide variety of account types. Monitors and reconciles revenue, disbursements, expenditures and other financial related activity ensuring accuracy and compliance. Monitors and balances accounts and researches and resolves discrepancies. Assists with grant application, and/or fund allocation, disbursement and projections. Compiles and analyzes financial data, prepares detailed financial reports and provides budget and/or accounting related recommendations to management for decision-making process. Assists with preparation of budget, financial statements, year-end close out. Recommends changes to processes and procedures. Audits and processes accounts payable/receivable in compliance with appropriate policies and procedures. Reviews routine contracts for standard

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language. May supervise, train, assign and review the work of others.

### Complexity and Decision Making Authority

May work in the capacity of an expert resource for their area of specialized knowledge. Works with more complex accounts and funding sources. Challenged to make budget projections and discover and resolve discrepancies within accounts and budgets. Challenged to make recommendations based on analysis of financial data. Works with a higher level of policies and procedures.

### Knowledge, Skills, and Abilities

Knowledge of a specialized area. Ability to interpret financial policies and procedures. Ability to compile, review and reconcile data for accuracy, completeness and compliance.

### Education/Experience

High school graduation or equivalent and three years relevant experience, or an equivalent combination of training and experience. Associate's degree preferred.

## **FINANCIAL SERVICES ASSISTANT 4**

### Typical Functions

Performs highly specialized technical accounting work. May serve as an expert for a specialized function or supervise other financial services or administrative staff. Ensures compliance with GAAP, federal, state, and local laws and rules by analyzing, verifying, and performing complex financial reconciliations. Recommends and implements accounting procedures. Monitors business activities through maintenance and control of financial records. Prepares integrated financial/statistical reports and financial statements. Provides financial projections, cost/budgetary reviews.

### Complexity and Decision Making Authority

Interprets situations and determines which guidelines are most effective out of those available.

### Knowledge, Skills, and Abilities

Advanced knowledge in specialized area(s). Advanced knowledge of policies and procedures. Ability to create forecasts and projections. Ability to interpret data requests and provide comprehensive reports.

### Education/Experience

High school graduation or equivalent and five years relevant experience, or an equivalent combination of training and experience. Associate's degree preferred.