Classification Specification for Unclassified Service

Title: Financial Administrator 1

Essential Function

Professional employees engaged in the day-to-day administration of finance related activities and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

Oversee the planning and supervision of the fiscal administrative activities of a unit;

Coordinate and monitor fiscal administrative duties;

Assist in the development of unit policies and procedures;

Monitor the financial status of unit programs and other budget allocations;

Implement policies to ensure compliance with state and federal regulations;

Prepare reports;

May coordinate personnel functions for an operating unit at less than 25% of duties;

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor's degree; - OR- Associate's degree and two (2) years’ experience; -OR- four (4) years’ experience; degree must be in accounting or related field with related finance or accounting experience.

Skill Level: Requires basic knowledge of finance area, including standard financial principles and terminology, theories and practices; duties are of minimal to moderate complexity and require some degree of fiscal, problem solving, training, and team coordination responsibilities, and have some degree of responsibility for interpretation and communication of information, ideas, and instructions.

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