**Classification Specification for Unclassified Service**

**Title:** Financial Administrator 2  
**Pay Scale Group:** 00 (Broadband)

**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;

Serves as a seasoned and proficient professional;

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with two (2) years’ experience; - OR- Associate's degree and four (4) years’ experience; -OR- six (6) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess the business/fiscal experience to be fully proficient in performing most or all work assignments.

**Skill Level:** Requires intermediate knowledge of accounting area, including standard accounting principles, terminology, theories and practices; duties are of moderate to high complexity and require a wide range of problem solving; development of practical and thorough solutions, proactive efforts, exploration and adaptation of changing financial systems, identification, evaluation and resolution of routine and non-routine problems; and integration, coordination, and interpretation of fiscal data. Experience and/or training include intermediate to advanced level experience working in one or more fiscal area(s).