



## Finance Job Function

# Financial Assistant

Grade 51

### Summary

Assists in the administration of the financial/business functions of a unit. Typically uses a variety of computer software and systems to perform duties. Normally performs tasks with work priorities and general instructions provided by the supervisor. Exercises judgment in selecting and applying established procedures correctly and in determining when to refer problems to the supervisor.

### Typical Duties

1. Processes and/or oversees the processing of financial/business forms.
2. Checks, corrects and maintains a variety of financial and other business records and documents.
3. Answers inquiries and provides information to faculty, students, staff and the public on fiscal policies and procedures.
4. Prepares or assists in preparing various financial or administrative reports.
5. Approves and processes requisitions for supplies and equipment.
6. May prepare various payrolls.
7. May initiate new procedures in accounting/business systems.
8. Contributes to unit goals by accomplishing related duties as required.

### Typical Requirements

*Education:* High school graduate or equivalent plus business/accounting courses beyond high school preferred.

*Skills and Experience:* Two to three years of related financial/office experience required. Computer competency requiring word-processing, spreadsheet and database software knowledge and experience.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.