Financial Assistant

Definition of Class
This is a non-supervisory position in which the incumbent provides up-to-date financial information and provides a central location for all expenditures and personnel needs.

Examples of Work Performed
Prepares, reviews, and maintains budgetary and financial documents.
Prepares and maintains all personnel records.
Assists in budgeting and maintains all outgoing and incoming contracts and grants.
Monitors budgets to insure compliance with university policies.
Performs clerical duties for administrative manager.
Prepares and assists in writing reports to sponsoring agencies and university departments.
Maintains correspondence files.
Assists with purchasing to ensure compliance with policies and procedures.
Assists in preparation of various reports/surveys.
Manages on-line data.
Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares and maintains budgetary and financial documents.
2. Maintains personnel records for the department.
3. Performs clerical duties including preparing reports, correspondence, and maintaining files.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related
education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: This position has no physical demands.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; and reach with hands and arms

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Two (2) years of experience related to the above described duties.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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