**Financial Management Supervisor I Standard Job Description**

**Classification Title:** Financial Management Supervisor I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Financial Management Supervisor I, under direction, supervises financial management operations and staff.

**Essential Duties/Tasks:**

**40% Supervising Staff and Ensuring Operational Efficiency**

* Supervises Accounts Payable staff to ensure work is performed at a high level and in a timely manner.
* Provides support and training to staff through daily emails, regular meetings, and individual training for efficiency and accuracy.
* Approves timesheets, leave requests, and performance evaluations.
* Provides training to new staff and provides backup support to staff when deadlines need to be met.
* Monitors daily, weekly, and monthly user reports to ensure compliance is maintained and access to financial systems is removed in a timely manner.
* Oversees the preparation of reports and the design of internal controls.
* Supervises the collection and analysis of financial information and projects.
* Manages staff to ensure all personnel are appropriately trained and equipped to meet goals and expectations of the unit.

**20% Training and Development**

* Assists in the development of online Financial Accounting Management Information System (FAMIS) and AggieBuy training.
* Creates and maintains reference material for training, instructional videos, and user guides as needed.
* Develops and maintains training materials, including quick reference guides and tutorials; implements training.
* Provides AggieBuy training for customers and system members.
* Identifies training needs and provides training to all Accounts Payable staff regarding the audit process of purchase documents.
* Creates and assigns appropriate training to users based on access to financial systems.

**10% System Access and Security Oversight**

* Establishes and maintains routing and approval processes for financial systems.
* Monitors user requests via helpdesk, communicates with users via helpdesk, phone, and email.
* Modifies and monitors FAMIS security through security reports and ensures that security files and databases are maintained.
* Establishes and maintains LRF routing within FAMIS for proper approvals.
* Ensures users have completed required training.
* Ensures that all staff have the necessary access to perform their job functions.

**10% Process Improvement and Compliance**

* Evaluates and recommends improvements to operational or procedural processes.
* Recommends program guidelines, procedures, policies, rules, and regulations.
* Monitors and corrects errors to allow transactions to move forward in AggieBuy or for vouchers to post in FAMIS.
* Identifies issues and provides support to operational problems.
* Develops and oversees quality control measures for auditing purchase vouchers to ensure compliance with federal and state laws, TAMU System regulations, and TAMU rules and procedures.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or an equivalent combination of education and experience.

**Required Experience:**

* Two years accounting experience in a business office.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**