**Financial Management Supervisor II Standard Job Description**

**Classification Title:** Financial Management Supervisor II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

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

**Essential Duties/Tasks:**

**40% Vendor Administration and Operational Support**

* Supervises the vendor administration group and ensures timely setup and maintenance of vendor records in FAMIS and AggieBuy for TAMU, TAMUS, TAMUG, and TAMHSC.
* Oversees the collection and analysis of financial information and projects related to vendor setup and maintenance.
* Assists with troubleshooting, identifying solutions, and providing support to operational problems related to vendor information.
* Provides guidance and mentoring to staff and vendors on using the vendor portal and processing documentation.
* Ensures timely processing of W9 forms, IRS compliance checks, and Visual Compliance for vendor setup.
* Collaborates with department managers, vendors, and state agencies to ensure compliance with state regulations in vendor processing.
* Trains Accounts Payable staff and others in FMO on vendor setup and maintenance procedures.

**20% Staff Management and Training**

* Supervises and trains employees within the vendor administration group and other related teams.
* Mentors Financial Accountants, student workers, and other staff, providing guidance on operational procedures and processes.
* Prepares and oversees the preparation of training materials and operational manuals for staff.
* Evaluates staff performance and identifies opportunities for professional development and training.
* Provides leadership and guidance to staff across multiple departments to ensure accurate and efficient processing of accounting transactions.

**10% Process Improvement and Compliance**

* Evaluates operational processes for inefficiencies and recommends improvements to ensure alignment with established standards.
* Maintains current knowledge of industry trends and governmental requirements to ensure operational processes are in compliance with relevant regulations.
* Monitors and reviews financial transactions to ensure accuracy, conformance with established procedures, and compliance with internal controls.
* Assists with the implementation and testing of new processes, software, or systems related to operational accounting.
* Serves as a liaison between IT and operational accounting for system upgrades and process improvements.

**10% Financial Reporting and Auditing**

* Performs test audits on financial transactions for accuracy and compliance with established standards.
* Organizes and translates financial data into information for studies, reports, and documentation.
* Prepares standard and requested reports for internal and external auditors, ensuring compliance with federal, state, and system regulations.

**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:**

* Four years of 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**