**Financial Specialist II Standard Job Description**

**Classification Title:** Financial Specialist II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Financial Specialist II, under general supervision, provides advanced clerical, accounting, and customer service support duties.

**Essential Duties/Tasks:**

**30% Financial Data Management**

* Records financial data into appropriate systems.
* Sorts financial transactions and verifies their accuracy.
* Enters financial data into designated databases or software.
* Retrieves financial data when requested.
* Audits transactions for compliance with internal and external policies.
* Compiles financial statistics and data for reporting purposes.

**20% Customer Service and Accounting Support**

* Provides customer service related to financial inquiries.
* Acts as a resource for financial matters and guidance.
* Assists internal and external customers with accounting-related issues.
* Researches and resolves discrepancies in financial records.
* Responds to inquiries regarding payments and invoices.

**10% Financial Compliance and Process Improvement**

* Assists with implementing and writing standardized financial procedures.
* Applies and enforces financial rules and regulations in compliance with organizational policies.
* Monitors financial processes to ensure compliance with laws and sponsor guidelines.
* Investigates issues and recommends solutions for discrepancies in financial transactions.

**10% Training and Mentorship**

* Provides guidance and training to Financial Specialist I, Financial Assistants, and Student Workers.
* Acts as a resource for new and ongoing staff to improve financial processes.

**5% Records and File Management**

* Maintains accurate and organized financial files and records.
* Assists with the documentation of internal controls and financial audits.

**5% Check Distribution and Inventory Management**

* Processes and distributes local checks, ensuring accuracy and compliance.
* Monitors check inventory supplies and orders as needed.
* Handles returned checks and ensures timely resolution of address discrepancies.

**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:**

* High school graduation or any equivalent combination of education and experience.

**Required Experience:**

* Five years of experience in a specialized financial field such as accounts payable, payroll, student accounts.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.

**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**