**Assistant Director, Financial Management Services Standard Job Description**

**Classification Title:** Assistant Director, Financial Management Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Assistant Director of Financial Management Services, under general direction, performs moderately complex managerial work providing direction and guidance in strategic operations and planning.

**Essential Duties/Tasks:**

**30% Financial Management and Operational Oversight**

* Directs program activities related to financial operations.
* Oversees the preparation of management and productivity reports and studies.
* Monitors compliance with internal policies, procedures, laws, and regulations.
* Evaluates current processes and internal controls for efficiency and recommends changes.
* Coordinates and ensures projects are meeting deadlines and objectives.
* Oversees special projects and initiatives, ensuring high levels of customer service.
* Analyzes financial data to resolve administrative or operational issues.

**20% Supervision and Staff Development**

* Supervises and oversees the work of staff within Financial Management Operations.
* Establishes goals and objectives for team members.
* Plans, assigns, and supervises the work of others.
* Ensures staff complies with internal policies and maintains operational standards.
* Develops schedules, priorities, and standards for achieving team goals.
* Provides ongoing training and professional development opportunities for staff.
* Monitors performance and provides feedback to ensure compliance with regulations.

**10% Policy Development and Compliance**

* Develops and implements operational strategies, procedures, and policies.
* Monitors and ensures compliance with laws, regulations, and sponsor guidelines.
* Prepares and reviews reports on internal controls and financial performance.
* Represents the department in meetings, workshops, or training sessions.
* Provides oversight to ensure procedures align with applicable laws and regulations.

**10% Budget and Fiscal Management**

* Assists with preparing and reviewing budget requests.
* Makes budgetary recommendations for improvements and new projects.
* Prepares status analyses of funds and expenditures.
* Reviews fiscal requests and ensures financial documents comply with internal controls.

**10% Systems Administration and Technical Support**

* Serves as systems administrator for financial systems.
* Provides troubleshooting and complex analysis for financial tools and systems.
* Coordinates configuration and implementation of financial systems.
* Trains system administrators at other departments on financial system processes.
* Assists with special projects related to system implementation and troubleshooting.

**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 in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of Generally Accepted Accounting Principles (GAAP).
* Knowledge of internal controls.
* Strong verbal and written communication skills.
* Ability to work independently once given a project

**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**

**No**

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

**Yes**

**No** 