**Assistant Manager, Financial Standard Job Description**

**Classification Title:** Assistant Manager, Financial

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Assistant Manager, Financial, under direction, assists in the management of financial operations.

**Essential Duties/Tasks:**

**40% Management of Financial Operations and Staff Oversight**

* Oversees all accounts payable functions, collections on past due receivables, property management, travel, and fuel card administration.
* Supervises and trains assigned staff and student employees, including onboarding new staff and training them on new processes.
* Designs and initiates training programs focused on process improvement and operational efficiency.
* Leads the introduction and implementation of new processes within financial operations.
* Manages and delivers fiscal-related training to staff, providing additional assistance as needed.

**20% Process Improvement and Compliance**

* Develops and implements methods for improving efficiency in financial operations.
* Collaborates with staff to identify potential fraud risks and develops consistent methods for addressing these issues.
* Implements process improvements and internal controls for financial reconciliations.
* Reviews internal processing procedures to ensure compliance with applicable policies, regulations, and guidelines.

**10% Budget and Reporting Oversight**

* Assists in maintaining budgetary controls and preparation of budget requests.
Prepares and oversees the preparation of status analyses of funds and expenditures.
* Ensures reports are filed on or before their due date.

**5% Communication and Collaboration**

* Coordinates with other departments across the Texas A&M University System to resolve accounting items that may involve multiple individuals or departments.
* Leads the development of continuous process improvements by working closely with the reconciliation team and other departments.

**5% Special Projects and Regulatory Activities**

* Analyzes legislative bills and other regulatory activity to determine their impact on operations.
* Prepares and mails due diligence letters 60-90 days in advance of report due dates.
* Processes incoming mail requests related to unclaimed property and ensures accuracy in claim processing.

**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:**

* Six years of accounting experience in a business office, including previous supervisory 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 software.
* Knowledge of accounting practices. Oral and written communication skills.
* Customer service and problem-solving skills.
* Demonstrated ability to supervise 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**