

Finance Technician

BAND	GRADE	SUBGRADE	FLSA STATUS
B	2	1	Non-Exempt
			Administrative Pros/Paraprofessionals
NATURE OF WORK			
Is responsible for providing basic accounting and payroll assistance to the finance department. Responsibilities may include: calculating and processing vendor checks; processing accounts receivables; performing data entry; and providing general administrative support.			

TYPICAL CLASS RESPONSIBILITIES: (These responsibilities are a representative sample; position assignments may vary.)		FREQUENCY	BAND/ GRADE
1.	Provides basic accounting and payroll assistance to the assigned department, which include: processing transactions; tracking accounts and expenses; verifying account information to ensure data accuracy.	Daily 40%	B2
2.	Prepares and reviews a variety of basic accounting reports and other documents following established guidelines; disseminates information and reports to appropriate individual(s).	Daily 20%	A1
3.	Prepares and reviews a variety of basic accounting reports and other documents following established guidelines; disseminates information and reports to appropriate individual(s).	Monthly 20%	A1
4.	Performs customer service duties by responding to internal and external inquiries, providing financial related information.	Weekly 20%	A1
5.	Performs other duties of a similar nature or level.	As Required	N/A

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

The above classification responsibilities represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department/student.

LEVEL OF DECISIONS

Incumbents in this class are generally responsible for the outcome and performance of clearly defined objectives, applies standard operating policies and procedures, and may have limited responsibility in how to approach and explain various programs to participants.

DIRECTION RECEIVED

Incumbents apply procedures and standards to specific situations, and work under general direction as to how the objectives and goals are achieved.

DIRECTION PROVIDED

Incumbents troubleshoot problems and issues commensurate with relevant experience.

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TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or equivalent (G.E.D); and 1-2 years of bookkeeping or accounting experience.

LICENSING REQUIREMENTS

Incumbents in this class typically require:

- None

KNOWLEDGE REQUIREMENTS

- Basic accounting principles and practices;
- General ledger reporting techniques;
- Mathematical concepts;
- Automated accounting software packages;
- Data entry techniques;
- Recordkeeping principles;
- Customer service principles;
- Computers and related software applications.

SKILL REQUIREMENTS

- Entering data;
- Tabulating, recording, and balancing transactions;
- Compiling financial data;
- Conducting mathematical calculations;
- Providing customer service;
- Preparing basic reports and records;
- Operating a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

DATE	COMMENT
September, 2022	Draft prepared by GBS
April , 2023	Reviewed by Executive Director of HR, Director of Finance, and Executive Director of Finance and Operations

NOTE

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The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.