

OKLAHOMA BAPTIST UNIVERSITY
POSITION DESCRIPTION

Title: Financial Assistant

Department: Business and
Administrative Services

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01/20/2012

Prepared by

date

Approved by

date

Supervision received: Executive Vice President for Business and Administrative Services

Supervision given: None

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose:

The Financial Assistant is responsible for a variety of accounting, finance and budgeting duties.

Essential functions:

Provide office support for the CFO and other personnel in the Executive Offices.
Create and maintain advance Excel spreadsheets.
Provide assistance to the CFO during the budget process.
Research budget and accounting issues.
Reconcile bank accounts.
Enter Journal Entries, AR Entries and Budget Adjustments.
Daily log incoming mail for the Controller's Office.

Other duties:

Perform additional duties as assigned by the Executive Vice President for Business and Administrative Services.

Knowledge, skills, and abilities:

Knowledge of accounting principles and practices; analysis of budget and accounting data; of administrative procedures and systems; and of business operations. Ability to review and analyze financial information and documents; to communicate effectively both orally and in writing; to organize and present facts and opinions so that others can understand; and to establish and maintain effective working relationships with others. Basic secretarial skills needed. High standards of conduct, appearance and attitude.

Qualifications

Education:

Required: College credit in finance or accounting
Preferred: Bachelor's degree in finance or accounting

Experience:

Required: Three years accounting/budgeting experience, strong analytical skills, strong computer skills
Preferred: Three years accounting experience in higher education.

Equipment:

Standard office equipment including personal computer, fax, 10-key and copiers. Advanced competence in Microsoft Office applications especially Microsoft Excel.

Other Requirements:

- Ability to see sufficiently well to operate equipment used
- Ability to manually operate copier, fax machine, calculator, telephone, personal computer and other office machines.
- Ability to be courteous and pleasant in dealing with students and parents.
- Ability to handle stress.

Complete this section after reviewing the description with the employee.

OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.

The job description was reviewed during New Employee Orientation Performance Evaluation*.

Employee signature _____ Date _____ Supervisor signature _____ date _____

**If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

___ New Revision: _____ FLSA: non-exempt *HR Office only*
 IPEDS: _____ Sal/Grd assignment: _____

PRN(s) _____