Title: Business Services Assistant

Pay Scale Group: 60

Essential Function

Under general supervision, assist with budget and maintenance of financial data for a college or department.

Characteristic Duties

1. Post financial transactions to ledgers, journals or computers; make necessary mathematical computations; balance ledgers and journals.

2. Complete payroll verification reports; respond to questions regarding paychecks; maintain time and/or attendance records; maintain vacation and sick accrual records.

3. Prepare vouchers, invoices, remittances, personnel forms and other forms necessary for receipt and disbursement of funds.

4. Gather and compile material for financial reports as requested.

5. Prepare purchase order forms, maintain records on purchase.

6. Code and process financial transactions.

7. Maintain inventory of supplies and order as needed.

8. Screen calls and visitors, provide information.

9. Maintain filing system.

10. Perform related duties based on departmental need.

Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma/GED equivalency and one year bookkeeping or fiscal related experience.

Last updated: February 2000