Title: Business Services Officer

Pay Scale Group: 62

Essential Function

Under general supervision from business administrator or other administrative supervisor, perform and coordinate business support functions (e.g., budget, personnel, payroll, and maintenance). May function as lead worker (i.e., provide work direction and training over support staff).

Characteristic Duties

1. Perform a variety of financial duties such as assisting in gathering data and information for budget preparation, maintain budget records and accounts, audits, monitor and approve limited expenditures. Investigate and resolve budget and accounting problems working with various university departments and personnel.
   Work involves the use of spreadsheet software to create and/or update spreadsheets needed to support the budget activities.

2. Perform grant recordkeeping and reconcile expense and income statements. Responsible for miscellaneous departmental or college funds.

3. Prepare responses (written and verbal) to inquiries which involve the application of university department policies and procedures.

4. Perform departmental personnel functions including processing forms, maintaining computerized and/or manual department personnel files. Prepare and process payroll.

5. Coordinate support functions (e.g., building/office security, maintenance, safety & parking).

6. Determine office priorities and procedures. Maintain department files; prepare correspondence and requested reports.

7. Act as liaison with other university departments; schedule classrooms; assist faculty and students as needed.

8. May provide functional supervision over support staff by assigning any necessary work. Provide training of support staff and student helpers.


Unusual Working Conditions

- N/A

Minimum Qualifications

- High school diploma/GED equivalency and two years bookkeeping or fiscal related experience.

Last updated: August 1997