**Title:** Sr. Business Services Assistant

**Pay Scale Group:** 61

**Essential Function**
Under general supervision from designated supervisor, assist in coordinating financial and administrative activities for a specific unit.

**Characteristic Duties**
1. Maintain detailed budget accounts, grant record keeping, report generation.
2. Gather and compile material for financial reports and year-end reports.
3. Complete payroll verification reports, responds to questions regarding paychecks, maintain time and/or attendance records, maintain vacation and sick accrual records. Gather and initiates appropriate appointment data.
4. Assist in purchasing activities for the unit, locate sources of supplies and contact vendors for best prices, initiates orders for supplies, equipment and maintenance/service agreements, resolve problems related to orders.
5. Prepare recommendations on major equipment purchases (e.g., contact vendors, arrange for demonstration, and obtain pricing).
6. Implement office policies and procedures.
7. Serve as liaison with other units.
8. Prepare correspondence.

**Unusual Working Conditions**
- N/A

**Minimum Qualifications**
- High school diploma/GED equivalency and 18 months bookkeeping or fiscal related experience.

*Last updated: March 2000*