

AgriLife Classification Description

Last Updated: 4/17/02

0110
BUSINESS ASSISTANT I
11/01/01

SUMMARY

General Description: Provides entry-level staff support to unit business activities under close supervision.

DUTIES

Typical: Performs basic accounts payable and account maintenance duties, such as preparing vouchers and requisitions with direct instructions from supervisor, posting transactions to unit record system, collecting data to respond to inquiries from vendors and Financial Management Services Department, receiving cash from customers and preparing receipts and deposit forms; performs basic employee processing and payroll operations for the unit including collecting timesheets and annual/sick leave requests and distributing paychecks and W-2 forms; assists with the annual inventory process; files business documents; orders office supplies as directed; receives and logs deliveries of goods, invoices, and checks for the unit; performs related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation or any equivalent combination of training and experience.

Preferred: Business courses at the high school or college level.

EXPERIENCE

Required: Some experience in general office, bookkeeping or personnel operations.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of spreadsheet and word processing software programs. Ability to use standard office equipment and personal computers.