

AgriLife Classification Description

Last Updated: 4/17/02

0111
BUSINESS ASSISTANT II
11/01/01

SUMMARY

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

DUTIES

Typical: Performs accounts payable and account maintenance duties, such as preparing and receiving vouchers and requisitions as directed by the supervisor, posting transactions to the unit record system and reconciling records; investigates errors on transactions and takes appropriate corrective action; responds to inquiries from vendors and Financial Management Services Department; receives cash from customers; prepares receipts and deposit forms; performs routine employee processing and payroll operations for the unit including assisting new employees in completing payroll and personnel documents, collecting and compiling timesheets, and reviewing and distributing paychecks and W-2 forms; prepares various work orders under the direction of the supervisor; assists with annual inventory certification under direct supervision; files business documents; monitors and orders office supplies and other small purchases; receives and logs deliveries of goods, invoices, and checks for the unit; performs related duties as required.

SUPERVISION

Received: Detailed instruction and regular 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: One year experience in general office, bookkeeping or personnel operations.

Preferred: None.

KNOWLEDGE, ABILITIES AND SKILLS

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