

AgriLife Classification Description

Last Updated: 4/17/02

0112
BUSINESS ASSISTANT III
11/01/01

SUMMARY

General Description: Provides staff support to unit business activities under limited 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 resolves problems; 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, reviewing timesheets, preparing monthly and biweekly payroll documents for approval, maintaining and/or reviewing annual/sick leave records and reviewing and distributing paychecks and W-2 forms; prepares and performs the final review of PPR documents; prepares various work orders for approval; conducts annual inventory certification for approval; files business documents; disseminates general business information to faculty, staff and students; monitors and orders office supplies and other small purchases; receives and logs deliveries of goods, invoices, and checks for the unit; fills in for other business assistants as needed; may participate in the hiring, training and supervision of subordinate business classified staff and student workers; 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: Two years 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.