

AgriLife Classification Description

Last Updated: 4/17/02

0113
BUSINESS ASSOCIATE I
11/01/01

SUMMARY

General Description: Provides general staff support for the full range of business activities including accounting, budget and personnel operations requiring broad general knowledge of business procedures.

DUTIES

Typical: Enters vouchers and requisitions; reconciles unit records; assists with the monitoring of selected portions of unit budget; prepares standardized financial statements for unit administrator; investigates errors on transactions and recommends appropriate corrective action; responds to inquiries from vendors and the Financial Management Services Department; assists with scholarship programs and related financial activities; prepares purchasing documents; serves as liaison with the Financial Management Services Department and the Human Resources Department; assists with preparation of new employee payroll and personnel documents; provides general human resources information; prepares Form 500 documents; prepares and/or reviews payroll documents; maintains personnel files and annual leave/sick records; assists with specialized business tasks as assigned; maintains business files; communicates travel policies; coordinates activities associated with conferences, continuing and distance education; reviews work requests for approval; reviews annual inventory certification for approval; disseminates business information to faculty, staff and students; participates in the hiring and training of subordinate business classified staff and student workers and may provide supervision; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: May train and/or supervise business classified staff and student employees.

EDUCATION

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

Preferred: Associate degree.

EXPERIENCE

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

Preferred: One year experience with the preferred education, including task management experience.

KNOWLEDGE, ABILITIES AND SKILLS

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