

<b>Job Title</b>	Business Assistant I
<b>Job Code</b>	1416
<b>Exempt Status</b>	Non-exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Business Assistant I, under supervision, provides support for business activities.

### **Essential Duties and Responsibilities**

- Performs basic accounts payable and account maintenance duties. Prepares and receives vouchers and requisitions as directed by supervisor, posts transactions to the record system, and reconciles records.
- Assists in investigating errors on transactions. Responds to basic inquiries from vendors and other business units or departments.
- Receives cash from customers and prepares receipts and deposit forms. Files business documents.
- Assists new employees in completing payroll, personnel, or other business documents. May perform basic employee processing and payroll operations. May collect and distribute payroll documents.
- Prepares various work orders under direct supervision. Assists with annual inventory certification under direct supervision. Receives and logs deliveries of goods, invoices, and checks or cash.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – One year of related experience in general office, bookkeeping, or personnel operations.

*Knowledge/Skills* – Knowledge of word processing and spreadsheet applications. Interpersonal and communication skills.

*Ability to* – Ability to multitask and work cooperatively with others.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervision of Others**

This position generally does not supervise employees.

**Other Requirements**