

Job Title	Business Assistant II
Job Code	1417
Exempt Status	Non-exempt
Position Status	
EEO Classification	

Job Summary

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

Essential Duties and Responsibilities

- Performs accounts payable and account maintenance duties. Prepares and receives vouchers and requisitions, posts transactions to the record system, and reconciles records.
- Assists in investigating errors on transactions and assists in resolving problems. Responds to routine inquiries from vendors and other business units or departments.
- Receives cash from customers and prepares receipts and deposit forms. Files business documents.
- Prepares and reviews electronic documents. Assists new employees in completing payroll, personnel, or other business documents. May review timesheets and leave requests, prepare payroll documents for approval, and/or collect and distribute payroll forms.
- Prepares various work orders. Conducts annual inventory certification. Monitors and orders office supplies and other small purchases. Receives and logs deliveries of goods, invoices, and checks or cash.
- Disseminates general business information to faculty, staff, and students.
- May participate in the hiring and training of business staff and/or student workers.

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 – Two years 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