

Business Services Assistant II

Function of Job:

Under general supervision from designated supervisor and with a focus on continuous improvement and customer service, perform varied business/accounting and clerical duties, following established office procedures, using office automation and computing technologies, and exercising initiative and judgment in selecting and applying relevant procedures within existing guidelines and policies.

Characteristic Duties and Responsibilities:

1. Respond to inquiries from faculty, staff, students and the general public by providing information related to departmental and business/financial policies and procedures according to existing departmental guidelines, referring questions or issues as needed to appropriate person(s).
2. Review and correct documents as required for completeness and accuracy.
3. With mid-level financial system authorization, process financial transactions from varied internal and/or external funding sources in accordance with instructions from designated authority, utilizing computerized financial accounting system, financial policies and procedures, and general accounting and business practices.
4. At direction of supervisor, process personnel and payroll transactions using campus policies, procedures, and automated and manual systems.
5. Utilize various central/departmental computing systems, databases and spreadsheets to record financial expenditures, revenue, assets, or liabilities, following departmental methods and procedures. Assist with compliance with external sponsor regulations. Alert supervisor to unusual transactions prior to processing.
6. Perform manual and/or on-line data inquiry, analysis, research and retrieval of information using various computer systems.
7. Prepare, maintain and monitor basic spreadsheets, datafiles, word processing documents, charts and/or graphs as required.
8. Arrange, negotiate prices and process documents for travel for faculty, staff, recruits and visitors as assigned, applying and interpreting established policies and procedures.
9. Initiate standard correspondence and perform other office support functions as assigned including maintaining files, sorting records, processing mail, maintaining office equipment.
10. Prepare regular periodic reconciliation of accounts in accordance with basic accounting principles and operations of unit and/or standard periodic reports of financial and other historical data as required.
11. Determine delinquent accounts and utilize appropriate procedures for notification and collection.
12. Handle purchasing card distribution, use and/or recording of transactions. Obtain prices, quotes, and estimates as requested.
13. Handle, reconcile, and deposit cash or other highly liquid assets.
14. Train and supervise staff and/or student workers.
15. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
16. Perform related duties as assigned.

Minimum Acceptable Qualifications

1. High school graduation and three years of related business/accounting/bookkeeping experience. Associate's degree in Accounting and one year business, accounting or bookkeeping experience, or any combination equal to three years.
2. To the extent required by department, keyboarding and computer application skills, such as spreadsheets, word processing, e-mail, browser software, data entry/retrieval/management, and knowledge of other software applications.
3. Customer service skills including the ability to establish and maintain effective working relationships with faculty, staff, students and the general public.
4. Aptitude for learning new business/accounting procedures and technology.
5. Organizational and analytical abilities.

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Additional Desirable Qualifications

1. Experience in college or university business office.
2. Additional related experience and/or higher education

12/27/97

System Approval

12/27/97

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.