

Senior Business Services Assistant

Function of Job

Under broad supervision from designated administrator and with a focus on continuous improvement and customer service, initiate, coordinate, and supervise business, clerical and related administrative support for a unit, utilizing office automation and computing technologies, and exercise independent judgment that reflects understanding of relevant policies, procedures and guidelines.

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, and administrative policies and procedures according to existing guidelines relevant to department's business.
2. With highest-level financial system authorization, initiate, enter and review financial transactions as required for completeness and accuracy. Process financial transactions, which may be from varied internal and/or external funding sources, utilizing computerized financial accounting system, relevant financial policies and procedures and general accounting and business practices and procedures, assuring adherence to standards.
3. Perform on-line data inquiry, analysis, research, and/or retrieval of information using departmental and/or centralized computing system.
4. Maintain files and prepare and review spreadsheets, data, word processing documents, correspondence, and reports of financial and historic information as required. Responsible for completeness, accuracy and professional preparation of documents, which may include graphs, charts.
5. Assist with compliance with external sponsor regulations and alert appropriate administrator to unusual transactions prior to processing.
6. Initiate correspondence containing authoritative information regarding sensitive topics such as unallowable expenditures, travel reimbursements, and/or restricted fund proposal and awards.
7. Collect, reconcile and deposit cash or other liquid assets observing prescribed policies and procedures. Maintain petty cash funds, change funds, and/or imprest checking accounts.
8. Prepare reconciliation of accounts in accordance with general accounting principles and operations of unit and/or reports of financial and other historical data as required.
9. Analyze data to determine delinquent accounts and utilize appropriate procedures for notification and collection.
10. Handle purchasing card use and distribution, record keeping, and reconciliation of other purchasing card holders' transactions.
11. Assist in preparation activities for submitting proposals to external sponsors and in establishing and administering awards from external sponsors.
12. Sign in behalf of supervisor, as delegated.
13. Prepare and maintain inventory records, reflecting costs such as acquisition expenses and depreciation charges.
14. Perform office supervisory/support functions as assigned which may include maintaining files, sorting records, processing mail, maintaining office equipment.
15. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
16. Supervise, train, plan and review work of other staff.
17. Perform related duties as assigned.

Minimum Acceptable Qualifications

1. High school graduation and five years of related experience involving progressively responsible business/accounting duties, or Associate's Degree in Business or Accounting and three years of related experience or combination of higher education and related experience equal to five 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 software applications, etc.
3. Effective written and oral communication skills.
4. Supervisory skills as required by department.
5. Organizational, customer services, analytical, and problem-solving skills.
6. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.

Additional Desirable Qualifications

1. Experience in college or university business office.
2. Office management and/or sponsored program administration experience.
3. Additional related work 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.