Sul Ross State University

Position Description

Official Title: Business Services Assistant  
Salary Group: 6  
Job Code: 4017

Summary

Function: Provides responsible accounting and clerical assistance of a critical nature and assumes administrative duties, including those associated with cashiering, accounting, inventory control, purchasing, and fleet maintenance within a framework of established policies.

Scope: Responsible for Business Services Department work load at respective RGC site; independently handles varied and difficult material; may process complex or large volumes of material.

Duties

Essential: Prepares Business Services Department for opening by securing cash from safe; receives cash, check and credit card payments; prepares receipts for payments; balances cash receipts daily; prepares and makes daily deposits; computes and processes student refund checks or direct deposits; processes returned checks; mails notices of payments due; receives over the counter payments or payments by mail for student tuition and fees, loan accounts, optional payment plans and repayment agreements. Sets up students' optional payment plans and repayment agreements. Assesses charges for late fees, and late registration fees. Notifies students of past due accounts. Handles third party contracts, exemptions, generate billings, and collection of past due accounts. Prepares students’ book vouchers and submits to University Bookstore. Conducts research in response to student account inquires; assigns and reviews work of temporary part time Business Services Assistants. Performs tasks using University software application, word processing, spreadsheet and/or database programs. Keeps various administrative and fiscal records. Receives shipments and notifies department. Assigns property tags to appropriate equipment and provides accurate data to inventory coordinator; verifies documents for completeness, accuracy, and conformity with regulations. Receives purchase orders on University’s software application. Handles and maintains confidential information. Processes travel applications for University faculty and staff by verifying documents for completeness and accuracy; composes correspondence, compiles complex reports, prepares interdepartmental transfer reports which may include research, calculation, and composition. Serves as receptionist, provides individuals and general public with information on policies and procedures. Makes arrangements for travel, meetings, vehicle reservation and maintenance, assists in arranging for special programs or event planning and produces monthly reports. Attends training, seminars, and other meetings as needed. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Performs other duties as assigned.

Non-Essential: Duties unique to the particular department and other duties as assigned.

Supervision

Received: General instruction and work periodically reviewed by supervisor. Instruction detailed on new assignment.

Given: May supervise clerical personnel and student employees.

Education

Required: High school graduate or equivalent with course work in bookkeeping and computer applications.

Preferred: College courses in accounting or related field and bilingual in Spanish.

Experience

Required: Three years office accounting experience or training in a related field or college course work.

Preferred: More than three years professional office experience with academic related experience.
**Equipment/Skills**
Required: Standard office machines, computer skills.
Preferred: Word Processing, database, spreadsheet and graphics computer programs.

**Working Conditions**
Usual: Office conditions; standard hours. Position is Security Sensitive.

Any qualifications to be considered as equivalents, in lieu of stated minimums, require the prior approval of the Human Resources Director.

Date revised: May 3, 2010