

Sul Ross State University
Position Description

Official Title: Business Services Specialist

Salary Group: 8

Job Code: 4019

Summary

Function: Provides responsible accounting and clerical skills for the performance of varied accounting tasks including, but not limited to accounts receivable, property inventory and accounts payable.

Scope: Responsible for assisting in various accounting, receipts, custody of cash/ payments to the University, inventory control, and performing a variety of complex transactions and reporting which is security sensitive.

Duties

Essential: Prepares a variety of accounting source documents, including invoices, vouchers, cash receipts, prepares journal vouchers, travel forms, purchase orders, and other related documents; maintains appropriation ledger, interdepartmental transfers, and other documents effecting a transfer of funds; checks for correctness and completeness of identifying information; assists in preparation of detailed financial reports and other financial projects; prepares business service office for opening by securing cash from safe; assists in the inventory control process; receives cash and checks; prepares deposits; makes daily deposits, computes student refunds; processes returned checks; prepares receipts for payments, mails notices of payments due; receives over-the-counter payments on student loan accounts, tuition, student fees; conducts research in response to student account inquiries; balances cash receipts daily; assigns and reviews work of small staff; performs tasks using word processing, spreadsheet, and/or database computer skills; keeps various administrative, fiscal, and/or academic records; handles and maintains confidential information, verifies documents for completeness and accuracy; composes correspondence, compiles complex 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, arranging for special programs or event planning, and produces monthly reports. Attends training, seminars, and other meetings as needed. Performs other duties as assigned. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

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.

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.

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Equipment/Skills

Required: Computer skills including word processing, database, and spreadsheet software of MS Word, Excel, and PowerPoint, calculator, typewriter, and other standard office machines. Strong verbal and written communication skills and ability to deal with the public.

Preferred: More than two years experience, with part at SRSU or related experience.

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: June, 2008