

Sul Ross State University

Position Description

Official Title: Business Services Assistant

Salary Group: 8

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 sites; independently handles and processes varied and difficult administrative tasks; may process complex or large volumes of material.

Duties

Essential: Prepares-Business Services Department for opening by securing cash from safe; receives cash, checks; and credit card tuition and fee payments. Enters all tuition and fee payments, university departmental, club and third party deposits on University's software application. Prepares receipts for tuition and fees, Financial Aid emergency loan accounts, optional payment plans and repayment agreement payments received over the counter, by mail or by phone. Balances cash receipts daily; prepares and makes daily deposits; to the local bank; computes and processes student refund checks or direct deposits; processes returned checks; prepares receipts for payments, notifies students of payments due; receives over-the-counter payments on student loan accounts, tuition, student fees; sets up students' repayment agreements as approved by the Business Services Director; assists students with setting up optional payment plans on University software. Assesses charges for late fees, late registration fees and graduation fees. Handles third party contracts, exemptions, generates billings, notifications and collection of past due accounts. Prepares students' book vouchers and submits to University Bookstore. Processes students' Financial Aid Refund for Book Advances. conducts research in response to student account inquiries; assigns 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, fiscal, and monthly records; receives all RGC shipments and notifies department of orders received. Assigns property asset tags to appropriate equipment and provides accurate data to inventory coordinator; verifies documents for completeness and accuracy and conformity with regulations; composes correspondence, prepares month end and interdepartmental transfer reports, which may include research, calculation, and composition; Receives purchase orders on University's software application; handles and maintains confidential information, serves as receptionist, serves a few hours a week as a person of first contact at the information desk 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; reviews, verifies travel voucher receipts for completeness and accuracy and submits all RGC faculty and staff travel vouchers to Alpine for reimbursement.,. End of month reports for copier, mileage, and postage. Monthly journal entries for copier, mileage, postage and monthly interest from bank. Enter vehicle mileage and gas receipts into the Texas Fleet System. Assist with preparing Travel Vouchers. 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.

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

Supervision

Received: General instruction and work periodically reviewed by Business Services Director. 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: 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, must be able to carry at least 10-15lbs, be willing to travel to other RGC locations as needed. 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.