

# University of Houston – Clear Lake

## Position Description

Job Title: **Business Assistant**

Job Code: **5823**

Pay Grade: **090**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Two years clerical experience. One year Accounting, word processing, spreadsheet and/or database experience.	Experience with Microsoft Word, Access and Excel. Related experience in a higher education environment and/or state agency.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Performs moderately complex accounting duties for a large department and/or division. Clear, precise and effective oral and written communication skills. Excellent interpersonal and organizational skills. Ability to handle interruptions, meet deadlines, maintain confidentiality, and work with minimal supervision.**

Duties and responsibilities	% Time
Process purchase requests and other accounting documents.	
Process personnel/payroll documents.	
Track expenditures and reconcile with monthly accounting reports.	
Update and maintain departmental databases and prepare recurring reports.	
Performs other secretarial/clerical duties as required and may serve as receptionist.	

*This position description describes the general qualifications, duties and responsibilities of work being performed.*

*Testing Requirements: Spelling, grammar, typing and Microsoft Word.*