

University of Houston – Clear Lake

Position Description

Job Title: **Senior Business Assistant**

Job Code: **5845**

Pay Grade: **150**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
|-----------------------|--|---|
| Education | High school diploma or GED. | Some college level coursework in Accounting, Bookkeeping, Business, Office Administration or other related area. |
| Experience | Three years clerical experience. Two years PC spreadsheet and/or database experience and one year accounting 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. Knowledge of State of Texas reporting forms. Knowledge of budget and planning procedures. Knowledge of FRS, HRS, APS and/or IRS financial systems. Clear, precise and effective oral and written communication skills in English. Excellent interpersonal and organizational skills. Strong 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. | |
| May act as liaison to University Computing and serve as network administrator. | |
| 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, Microsoft Word, Microsoft Excel and 10-key.