

## **BUSINESS ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical administrative work involving considerable individual responsibility for accurate and efficient management of financial and other business affairs of a jurisdiction. The work is performed within the framework of general policy and is under the direction of an administrator. The level of work is that of an Administrative Assistant I but differs in the specific requirement for technical knowledge of accounting. Supervision may be exercised over a small number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Prepares and/or supervises the preparation of financial or other reports;  
Maintains budget accounts and materials;  
Assists in planning and preparing preliminary budgets;  
Keeps records of receipts and expenditures and bonded indebtedness;  
Prepares correspondence in areas or on matters where general policy has been determined;  
Coordinates fiscal and statistical matters with other agencies such as data processing centers, etc.;  
Implements policy decisions of the administration;  
May act as purchasing agent and prepare specifications for purchases and issue purchase orders;  
May prepare and/or supervise the preparation of payrolls;  
May prepare agendas and materials for meetings;  
May administer various insurance programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern business administrative practices, procedures and equipment; good knowledge of modern accounting practices and procedures; good knowledge of personnel and payroll practices and procedures; working knowledge of office management techniques; working knowledge of budgetary and purchasing practices; ability to present data and reports clearly and concisely in either oral or written form; ability to establish successful relations and communications with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree which included or was supplemented by 12 credit hours of accounting and three (3) years of administrative experience.

### **NOTES:**

1. Additional years of administrative experience may be substituted for education on a year-for-year basis exclusive of the required credit hours of accounting.
2. A major field of college study in accounting, business, public or education administration, or related field may be substituted for one (1) year of the required experience.
3. A Master's degree in one of the above fields may be substituted for one (1) year of the required experience.