

BUSINESS OFFICE ASSISTANT - EDUCATIONAL OPPORTUNITY CENTER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for setting up, posting and analyzing business office financial records; processing requisitions and purchase orders, and keeping an inventory of records and supplies in the Educational Opportunity Center. Supervision may be exercised over a small number of clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sets up books for each authorized grant;

Posts expenditures relating to supplies and expenses in the distribution ledger;

Reviews and analyzes all expenditure accounts;

Posts bi-weekly personal services in payroll register for each of current grants;

Calculates percent of salaries applicable to a particular grant;

Prepares monthly payroll analysis for managerial use in budget preparation and forecasting future needs;

Maintains control of LGFS accounting system;

Prepares purchase requisitions and processes purchase orders;

Prepares monthly expenditure report of expenses and encumbrances;

Conducts an annual inventory of all office equipment and supplies and submits detailed report to Assistant Director;

Conducts a monthly inventory of office and administrative supplies and submits report to Assistant Director;

Orders textbooks and supplies as needed;

May act as supervisor of the office in the absence of the Assistant Director.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of principles and practices of accounting; knowledge of the principles and practices of business administration; ability to post and maintain financial records; ability to interpret and analyze accounting detail; ability to supervise the work of others; good judgment; integrity; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Bachelor's Degree* in Accounting or Business Administration and one year of experience in accounting work or in the maintenance of financial records; or (b) satisfactory completion of 60 credits towards a Bachelor's Degree* including coursework in Accounting and/or Business Administration and three years of experience as defined in (a); or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.