



**Job Description**  
**Administrative Services Assistant**

**Salary Level:**  
CCP 13 (subject to Willis)

**Date Approved/Revised:**  
**FLSA:**

**Rev 3. 5/9/24**  
**Non-Exempt**

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**POSITION PURPOSE:**

The Administrative Services Assistant is responsible for a wide range of procurement, accounts receivable, accounts payable, payroll, cashiering, and administrative services at a Community College.

**SUPERVISORY AND OTHER RELATIONSHIPS:**

The Administrative Services Assistant reports to the Director or Associate Director of Finance and Administrative Services or other administrator.

The position is required to have collaborative relationships with administrators, faculty and staff of the College, and also maintains contacts with state and external agencies involved with specific grants and members of the business and government communities. The incumbent is expected to represent the department and the College in a positive manner.

**MAJOR ACCOUNTABILITES:**

The Administrative Service Assistant is accountable for the effective performance in these essential functional areas:

- A. Procurement and accounts payable;
- B. Accounts Receivable and cashiering;
- C. Scheduling events and facilities;
- D. Inventory/asset management;
- E. Payroll processing and labor contracts.

**EXAMPLES OF DUTIES:**

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- A. Procurement and accounts payable: - This accountability includes such essential tasks as:
  - Receive internal requisitions, assign accounting string, and generate purchase orders;
  - Search for alternate pricing and vendors to align with SBE/MBE goals;
  - Send out purchase order to vendors, give copies to purchase requester;
  - Perform vendor maintenance;
  - Prepare and process travel and professional development reimbursements.
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- B. Accounts Receivable and cashiering: - This accountability includes such essential tasks as:
  - Prepare daily bank deposit, as needed;
  - Receive and enter payments on student and third-party accounts;
  - Set-up student installment plans;
  - Provide customer service at cashier window.
- C. Scheduling events and facilities: - This accountability includes such essential tasks as:
  - Assigning classrooms, meeting rooms and other facilities according to priorities and requirements of users;
  - Making modifications to schedules to accommodate changes in class sizes, cancellations, postponements and other changing circumstances;
  - Publishing schedules for the convenience of users;
  - Developing facilities utilization plans;

- Preparing documents in support of rental and insurance agreements;
- Coordinating with Accounts Receivables for billing and receipts of facilities rentals

D. Inventory/asset management: - This accountability includes such essential tasks as:

- Receiving packages
- Assisting with fixed asset audit
- Maintain and track supply levels in supply room and copy center and order additional supplies as necessary

E. Payroll processing and contracts: - The Administrative Service Assistant ensure the accurate, timely and effective entry of payroll transactions, applies entries as appropriate and provides customer service to college staff and reports. This accountability includes such essential tasks as:

- Provides biweekly notices to self-service uses to assist in accurate posting of time;
- Balance and review entries;
- Prepare employee contracts (EA, PTL, ECL, NCL)
- Provides customer service to end users by resetting password, tax changes, direct deposit accounts, accrual verification and reports.

### **PROFESSIONAL PARTICIPATION AND DEVELOPMENT**

In addition to the accountabilities listed above, the Administrative Services Assistant is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

The incumbent is expected to maintain currency in the position's fields of professional expertise and competencies including required computer skills. The incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

### **QUALIFICATIONS**

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong Information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.) Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Experience working in a cashiers, finance, financial aid, or other similar financial and/or business office.

#### Preferred Qualifications:

- Experience using financial database software to process financial transactions, e.g., Banner
- Experience serving the public
- Experience in an educational environment

These skills and abilities typically are acquired through a combination of education, training and experience which would include an Associate's degree in an appropriately related field or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

### **WORK ENVIRONMENT**

Incumbents typically perform their work in offices. The work does not normally involve any significant physical effort, but does involve walking to various campus facilities. Incumbents may travel to public sites for meetings and may travel to regional or central meetings and conferences. Reasonable accommodation will be made for incumbents and candidates with physical limitations