

**USF Job Class Description**

JOB CODE: 3211

JOB TITLE: Fiscal and Business Assistant

PAY PLAN: 23

CAREER BAND: B

FLSA: Non-Exempt

CBU : 31

Effective 03/23/2007

**Job Title:       Fiscal and Business Assistant**

**Job Summary**

This job provides fiscal and office clerical support to assist with the administration of purchasing, auxiliary, grant, invoicing, and/or travel related transactions within a department, program, auxiliary business, center, campus or college. The Fiscal Assistant performs tasks of a basic to moderate complexity and these duties are predominately attached to a budget and are therefore fiscal in nature.

**Nature of Work**

This position typically reports to an appropriate administrative or accounting manager, or Office Manager. Incumbents serve as a liaisons with outside vendors regarding items purchased, quotes, billing statements, and payment terms from the contract (i.e., for a department/ college/grant to help contain costs). The Fiscal and Business Assistant prepares recommendations for approval by the Director or Accountable Officer with regard to local/departmental level purchasing activity. The Fiscal Services Assistant works regularly with USF Accounts Payable, Purchasing, vendors, Cashier's Office and/or Research Financial Management department. This position can be differentiated from the general clerical and administrative job specifications by its more narrow focus on purchasing, travel and fiscal related tasks. To be assigned to this title, 70% or more of the duties of a position should be business and fiscal support tasks such as purchasing, accounts payable/receivable (for a department/college), travel administration, and/or fiscal support for a grant or Auxiliary function.

This position receives direction through established procedures and guidelines, along with instructions from supervisors as to how the work should be performed. Fiscal and Business Assistants must be able to identify inconsistencies or potential problems related to purchasing or fiscal transactions. The Fiscal and Business Assistant must remain up-to-date on all purchasing, accounts payable/receivable, and cash related USF policies and procedures and advises others on proper documentation for fiscal transactions. This position requires knowledge of USF enterprise financial and accounting systems, along with basic abilities in MS Word and Excel to complete the transactions.

**Examples of Duties**

- Reconciles P-card statements for multiple employees and researches any inconsistencies or issues.
- Initiates requisitions for purchases, initiates purchase orders (PO's) for approval, and verifies invoices received, and reconciles these expenditures. Ensures that all invoices

are paid in a timely manner and responds to inquiries regarding the status of requisitions, PO's or goods/services received.

- Prepares and processes deposits and check requests for USF Foundation accounts.
- Runs routine budget reports from FAST, FAIR or other department specific databases/programs.
- Posts purchases and expenditures to various accounts using the appropriate chartfield.
- Reconciles and tracks the department chargeable calls.
- Prepares travel reimbursement forms and travel expense reports for all staff and faculty.
- Assists with determining the need for office equipment, furnishings, services/maintenance contracts and identifies potential vendors to submit quotes.
- Manages vendor files and vendor contact information.
- Sets up and maintains all fiscal records and documentation for the department/college/grant/or center.
- Prepares Auxiliary invoices for billing to customers.
- This position may collect payments or manage petty cash.

#### **Minimum Qualification Requirements**

This position requires a high school diploma or equivalent, with two or more years of experience in an office or administrative support position. College or other relevant post-secondary coursework may substitute for the experience requirement on a year for year basis.