

## **Crop and Soil Sciences**

### **Administrative Assistant II - Fiscal**

This position performs a variety of well-defined, repetitive duties that fall under the standard policies and procedures of the department or unit. Occasional independent action and judgment are required. There is no supervisory work, but this position may train others. This position performs a portion of non-routine duties that require specialized knowledge and ability.

This position works under general supervision and occasionally requires assistance to interpret policy and procedures but usually follows precedents and written policies and procedures for routine work.

#### **Specific Duties and Responsibilities**

Work with Administrative Specialist and Accountant in keeping a smooth, productive workflow in the administrative and accounting offices.

Purchasing - All aspects

Check Requests/Travel Authorities and Reimbursements

Telephone Representative

Processes Manuscripts/Hatch Projects

Petty Cash Custodian

P-Card Coordinator

Processes Journal Vouchers

Departmental Equipment Inventory

Mailing departmental invoices

Preparation of deposits and disbursements for department, scholarship and foundation accounts

Process Personnel Activity Reports

Other misc. duties as needed (i.e., compile and maintain data and spreadsheets for departmental reports, etc.)