

The University of Akron
Classification Specification

Job Title:	Business Management Associate, PAH	Job Code:	42160
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	9000 Ungraded Positions Division	Date:	1/13;1/11

Job Summary:

Performs general office duties and accounting for the Performing Arts Hall.

Essential Functions:

30% Performs clerical duties required in preparation of routine correspondence and reports. Answers telephone and refers calls or messages. Arranges appointments and greets visitors. Handles incoming and outgoing mail. Maintains files and record systems.

30% Prepares requisitions, petty cash reconciliation, accounts receivable and payables.

20% Generates rental contracts and secures payment.

20% Updates and troubleshoots computers.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience in office/clerical and basic accounting procedures. Ability to coordinate programs, work in a fast paced environment and utilize new technology required. Advanced computer skills including word processing, spreadsheet and database software packages required. Strong interpersonal, problem solving and research skills required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.