

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Business Office Specialist CPSPE	<b>Job Code:</b>	80303
<b>Job Function:</b>	Staff	<b>Grade:</b>	117
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Exempt
<b>SOC Description:</b>	7000 Student Services Division	<b>Date:</b>	3/15

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**Job Summary:**

Assist faculty, staff and students in the procurement of goods and services. Review, enter data and maintain purchasing systems and files. Assist with maintaining, monitoring and reviewing the unit/project/College's accounting system. Respond to questions and problems from faculty, staff, students and vendors.

**Essential Functions:**

10-60% Compile, maintain and audit information and records to prepare and track purchase orders and/or requisitions. Obtain information from University departments and vendors to expedite purchase orders. Assist Buyers with the management of purchase orders in the system. Review and input purchase orders/requisitions into the system. Review information and input orders to on-line vendors via the internet.

10 - 20% Under the direction of the Fiscal Administrator and Director of Finance, assist in maintaining the unit/project/college's accounting system. Monitor financial transactions to ensure college/project/unit's financial stability and to ensure adherence to proper fiscal practices. Monitor and assign P card transactions for the College.

10 - 20% Oversee the purchasing process. Monitor the expenditures and budgets and accounts for accuracy and budgetary problems. Notify individuals as directed, regarding budgetary issues/problems when necessary.

10 - 20% Provide assistance to other departments while responding to outside inquiries regarding operations and fiscal management. Send invoices to internal and external customers. Serve as the unit/project/college's principal contact for fiscal matters.

0 - 10% Coordinate other financial proposals; perform fiscal monitoring, programmatic and financial oversight of grant-funded programs within the department. Assist in formulating and monitoring of other fiscal issues. Reviews grants and contracts to identify pertinent information. Review and prepares invoices for outside funding agencies.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 4 years experience in office practices and procedures preferably in a purchasing, accounts payable/accounting environment. Strong problem solving, analytical and communications skills required. Ability to work independently and be detailed oriented required. Strong computer and organizational skill required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**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:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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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.