



Savannah State University Position Description – Administrative Assistant (Comptroller)

POSITION DESCRIPTION

Position Title: Administrative Assistant FLSA Status: Non Exempt
Reports to: Comptroller
Department: Financial Services (Comptroller)
Date Prepared: October, 2010 (replaces customer service assistant)

BASIC FUNCTION

The primary function of this position is processing incoming and outgoing financial documentation for the Comptroller's office, providing general clerical support including receiving and assisting internal and external fiscal customers, maintaining all supporting logs of transaction flows (journal entries, receipts, check requisitions, travel authorizations, cash advances, etc.), and overall support of the Comptroller's office staff.

NATURE & SCOPE

Under the direction of the Comptroller, this position frequently responds to inquiries or exchanges information to achieve the objectives of the position within a limited control framework. The position is responsible for supporting Accounts Payable functions in terms of data processing. The incumbent must maintain a positive demeanor and is responsible for providing support and reception to all internal and external fiscal affairs customers. Knowledge of fax machines, computers, scanners, photocopiers, multiple line telephone usage (including voice mail), as well as other major office equipment is essential.

PRINCIPAL ACCOUNTABILITIES

- Primary receptionist for the office of the Comptroller, Purchasing, and the VP of Fiscal Affairs, including directing phone calls and internal and external customers in these areas.
- Maintains stock area for the Comptroller's office and sorts all incoming packages, supplies, etc. for the offices previously mentioned.
- Opens, date stamps, sorts by appropriate end-user, logs (if necessary), and distributes all incoming mail and other correspondence.
- Logs, seals, mails vendor checks. Also maintains checks to be issued to internal customers (including email notification).
- Maintains logs for check requests and related payments, purchase requisitions, travel authorizations (including assignment of TA control number), cash advances, auxiliary services requests, employee contracts, travel expense reports, general journal entries, and other transactions as assigned.
- Supports Accounts Payable in entering transaction data, specifically responsible for entering student stipends for check processing.
- Supports all major distribution efforts, including 1099s, vendor letters, etc.
- Responsible to ensure all journal entries are scanned (after GL entry) into the data base for easy research access and accountability reporting to auditors at year-end.
- Other duties as assigned by the Comptroller or at the request of Comptroller's staff to support accounting processes.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Requires a high school diploma and minimum two-year college degree in the business field with a minimum of one to two years general business office experience.