

The University of Akron
Classification Specification

Job Title:	Supv Business Office-WC	Job Code:	41281
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	1000 Administrative Support Division	Date:	1/1/04;11/01/03

Job Summary:

Supervises, trains and assigns duties for staff, student and temporary workers in the Wayne College Business Office. Coordinates office activities to ensure timely and accurate completion of duties.

Essential Functions:

35% Supervises, evaluates, schedules and monitors employees work.

20% Responds to and resolves inquiries and problems from students, faculty, and external customers.

20% Assists staff in the performance of daily work activities to include, processing payments from students, processing vendor invoices, coordinating disbursement of paychecks, preparing bank deposits, maintaining office filing system and databases.

15% Coordinates work assignments to ensure timeliness and accuracy. Recommends changes to workflow as necessary.

10% Coordinates departmental work processes to ensure compliance with University policies and procedures.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None

Experience:

Requires a minimum of 4 years experience in applying basic accounting and budgeting practices in an office environment. Prior supervisory skills required. Strong communication, customer service, problem-solving and computer skills to include word processing, spreadsheet and database capabilities required. Ability to perform various financial reporting duties and pay close attention to details required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

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.