

Business Services Accounting	Date Revised
	7/11/2016
Security Sensitive:	Grade:
Yes	A-12

Reports To:

- x Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable attendance is a job requirement;
- x Other duties as assigned.

Minimum Education, Skills and Abilities

- x High School diploma or GED (Associate degree preferred) and two years clerical experience preferred
- x Minimum one year cash handling experience;
- x Basic knowledge of office processes and accounting terms;
- x Basic math skills;
- x Good customer service skill and ability to communicate effectively;
- x Proficiency with PG and associated software applications;
- x Able to exercise independent judgment and work with limited supervision.

Work Environment

- x Sedentary within a climate controlled environment with no exposure to work hazards;
- x Walking, bending, good vision and hearing

Special Requirements

- x Ability to work evenings during registration or as required;
- x Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of persons classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date