Office Administration Job Duties

☐ Act as office liaison with other departments.
☐ Address new students at orientation and registration events.
☐ Administer a budget.
☐ Administer accounting system.
☐ Analyze and prepare catalogs for use.
☐ Analyze and process transfer credit.
☐ Analyze and resolve discrepancies.
☐ Analyze complex financial data and reports and make recommendations based on analysis.
☐ Analyze compliance and contract needs.
☐ Analyze, evaluate, examine and execute Personnel Change Request (PCR) transactions.
☐ Answer phone, e-mail, screen or transfer calls; take messages; refer to other offices as appropriate.
☐ Approve invoices for payment.
☐ Approve petty cash payments.
☐ Approve requests to modify purchase orders.
☐ Approve requisitions and invoices for payment on accounts.
☐ Approve stock orders and quantity of items ordered.
☐ Assist customers.
☐ Assist faculty and staff with questions.
☐ Assist in budget preparation.
☐ Assist in compiling statistical data and developing information on spreadsheets.
☐ Assist in conducting inventory.
☐ Assist in coordinating and preparing documents.
☐ Assist in coordination of office activities.
☐ Assist in developing various reports, plans, budgets, and schedules.
☐ Assist in inventory tracking and control.
☐ Assist in managing departmental budgets.
☐ Assist in preparing various activities and events.
☐ Assist in reconciling accounts.
☐ Assist the chair and faculty with M&O budget.
☐ Assist with project management.
☐ Attend meetings and events to represent the dean and/or the college and university.
☐ Attend staff and other department meetings as assigned.
☐ Audit and approve local payment vouchers.
☐ Audit and reconcile accounts and petty cash reimbursements for accuracy.
☐ Audit RBCs and overtime forms for fund availability and policy compliance.
☐ Balance and reconcile all monies receipted by cashiers.
☐ Balance vouchers, checks, ledger entries against monthly statements.
☐ Calculate indirect cost by established formula.
☐ Check documents submitted for completeness.
☐ Communicate with other personnel, faculty, staff, students, parents, customers and/or others.
☐ Compile and prepare reports and statistics.
☐ Complete administrative overhead functions.
☐ Complete annual reports.
☐ Complete appropriate paperwork to ensure that NCAA, institutional, and league rules are followed.
☐ Complete various forms, reports, letters, manuals.
☐ Confirm I-9 forms are fully completed and verify identity and eligibility documents on new employees.
☐ Confirm receipt of new orders.
☐ Coordinate activities of student workers.
☐ Coordinate all aspects of purchasing.
☐ Coordinate and produce publications for departmental use and distribution.
☐ Coordinate and schedule division events.
☐ Coordinate arrangements for meetings.
☐ Coordinate staff meetings.
☐ Coordinate travel arrangements.
☐ Coordinate with other departments
☐ Coordinate work schedules.
☐ Correct/change purchase order.
☐ Create ad hoc financial reports.
☐ Create and maintain written logs, reports, procedures, and documentation on work performed.
☐ Create and update web pages.
☐ Create new accounts.
☐ Delegate work to staff and student workers.
☐ Deliver mail, materials and supplies as needed.
☐ Deposit all checks and/or cash received.
Determine charges and billings.
Develop and maintain a tracking system.
Develop and maintain accurate records.
Develop and prepare annual budget for the director based on financial analysis and program needs.
Develop and prepare work schedules.
Enter/update data.
File documents.
Greet and assist customers and visitors as appropriate.
Hire, train, schedule, and supervise student workers and staff.
Invoice departments.
Issue and process parking permits/citations for visitors, faculty, staff and students.
Issue materials on all purchase orders.
Keep accurate records of employee time by checking labor logs, timesheets, vacation, and sick leave reports.
Log in special service mail such as certified mail, insured and Express mail.
Maintain and monitor records.
Maintain and update files.
Maintain and update procedure manual.
Maintain calendar and schedule appointments.
Maintain department web page.
Maintain equipment and supply inventories by ordering, stocking, and recording materials needed.
Maintain inventories, equipment, and supplies for assigned areas.
Maintain, record and monitor departmental budget transactions.
Manage procurement card program.
Monitor accounts to ensure that transactions are within generally accepted accounting principles.
Monitor and analyze budget expenses, purchase orders, p-card, NPO’s, materials releases, etc.
Monitor and/or order inventory office supplies.
Monitor budget balances.
Monitor due dates of all assignments and projects.
Open, date and distribute incoming mail.
Operate cash register.
Oversee and coordinate delivery of services.
Perform daily bookkeeping and accounting of funds.
Perform data entry.
Perform other duties as assigned
Prepare and process purchase requisitions, travel and leave requests, and other documentation.
Prepare complex journal entries and reconciliations.
Proofread documents and compare content to originals for accuracy.
Provide front desk assistance.
Purchase and maintain office supplies and consumables inventory and/or equipment.
Receive payments, prepare receipts and make deposits.
Receive work orders and prioritize, schedule, and assign to staff.
Receive, process, and store incoming freight.
Reconcile budget and resolve discrepancies.
Reconcile invoices.
Record work time of employees; fill out time sheets and ensure forms are completed.
Serve on and provide support to various university and external permanent and ad hoc committees, task forces, and teams.
Sort, stamp, log and distribute mail to designated staff.

For additional assistance please contact performancegmt@txstate.edu or 512.245.2557. This information is available in alternate format upon request from the Office of Disability Services.