

**BUSINESS OPERATIONS ASSISTANT I/II/III  
ACCOUNTS PAYABLE ASSISTANT I/II/III**

**Definition**

Performs a series of highly responsible, complex technical-clerical tasks as part of a centralized unit involved in the preparation, processing, and maintenance of documents and records which represent the business transactions of the assigned office; and performs related duties as required or assigned.

**Typical Tasks** (illustrative only)

Processes a large quantity of financial, personnel or complex office-specific documents for which accurate and timely completion is crucial to the operation of the school division; provides information to employees or the general public regarding policies and procedures of the assigned office; explains complex rules or procedures to employees and the general public, as required; reviews processed transactions, ensuring presence of all required supporting documents and determining need for additional information in order to meet regulatory requirements; prepares documents, forms, and correspondence incidental to the processing of such transactions; resolves a variety of documentation problems by applying exceptionally detailed and involved regulatory criteria; may utilize query programs to create data tables and generate management reports; and exercises independent judgment and initiative to complete transactions.

**Supervision Received/Given**

Receives limited supervision from a business operations supervisor or coordinator. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

**Education/Experience/Skills**

Any combination of education and experience equivalent to graduation from high school, plus three years of progressively more responsible office experience, one of which shall be related to the business of the assigned office. Ability to communicate effectively, both orally and in writing; ability to exercise tact, good judgement, and initiative; and ability to deal quickly and accurately with quantitative information and verify correctness of actions.

**Career Ladder Advancement Criteria**

**To advance from US-12 to US-13:**

Incumbent must:

- have demonstrated knowledge of FCPS rules and regulations;
- have demonstrated mastery in processing the more routine actions and progress in learning the processing of the more complex actions;
- have demonstrated ability to provide basic information to clients; and
- have successfully completed one year as a US-12.

**To advance from US-13 to US-14:**

Incumbent must:

- have demonstrated full mastery in processing all actions in the assigned unit;
- have demonstrated ability to provide accurate and timely information to clients; and
- have successfully completed one year as a US-13.