

# AgriLife Classification Description

Last Updated: 4/17/02

0114  
BUSINESS ASSOCIATE II  
11/01/01

## *SUMMARY*

**General Description:** Provides staff support for the full range of business activities including accounting, budget and personnel functions requiring broad general knowledge of business procedures.

## *DUTIES*

**Typical:** Enters and reviews vouchers and requisitions; assists with monitoring and reconciling of multiple, complex accounts; prepares standardized financial statements for unit administrator; prepares documents and reports for year-end and new year start-up activities; investigates errors on transactions and recommends appropriate corrective action; responds to inquiries from vendors and the Financial Management Services Department; implements and reports on scholarship programs and related financial activities; prepares complex purchasing specifications and documents; serves as liaison with the Financial Management Services Department and the Human Resources Department; assists with preparation of new employee payroll and personnel documents; provides personnel information to unit and consults with the Human Resources Department on complex cases; prepares Form 500 documents; prepares and/or reviews payroll documents; maintains and audits personnel files and annual leave/sick records; assists with specialized business tasks and activities as assigned; maintains business files; communicates travel policies; coordinates activities associated with conferences, continuing and distance education; reviews work requests for approval; reviews annual inventory certification for approval; disseminates business information to faculty, staff and students; participates in the hiring and training of subordinate business classified staff and student workers and may provide supervision; performs related duties as required.

## *SUPERVISION*

**Received:** General instruction and periodic review from administrative supervisor.

**Given:** May train and/or supervise business classified staff and student employees.

## *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Associate degree.

## *EXPERIENCE*

**Required:** Five years experience in general office, bookkeeping or personnel operations.

**Preferred:** Three years experience with the preferred education, including task management experience.

## *KNOWLEDGE, ABILITIES AND SKILLS*

**Typical:** Working knowledge of spreadsheet and word processing software programs. Interpersonal and communication skills. Good planning and organizational skills. Ability to use standard office equipment and personal computers.