

AgriLife Classification Description

Last Updated: 4/17/02

0115
BUSINESS ASSOCIATE III
11/01/01

SUMMARY

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

DUTIES

Typical: Enters and reviews vouchers and requisitions; monitors and reconciles multiple, complex accounts; assists with the monitoring of the overall unit budget; prepares monthly and annual financial statements for unit administrator; communicates cash handling procedures; 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; implements unit purchasing activities; serves as liaison with the Financial Management Services Department and the Human Resources Department; prepares 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; composes routine unit business related correspondence; 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: Seven years experience in general office, bookkeeping or personnel operations.

Preferred: Five 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; basic planning and organizational skills. Ability to use standard office equipment and personal computers.