

<b>Job Title</b>	Business Associate I
<b>Job Code</b>	1418
<b>Exempt Status</b>	Non-exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Business Associate I, under general supervision, provides support for business activities.

### **Essential Duties and Responsibilities**

- Enters reviews, and reconciles vouchers and requisitions. Assists with monitoring portions of budget. Prepares basic standardized financial statements.
- Investigates errors on transactions and recommends appropriate corrective action. Responds to routine inquiries from vendors and other business units or departments.
- Prepares basic purchasing documents. Reviews work requests and annual inventory certification for approval.
- Prepares and reviews electronic documents. Assists new employees in completing payroll, personnel, or other business documents. May serve as a liaison to accounting, payroll, and/or human resources. May review timesheets and leave requests, prepare payroll documents for approval, and/or collect and distribute payroll forms.
- Coordinates activities associated with conferences, continuing/ distance education, and communicates travel and other policies.
- Maintains business files and assists with specialized business tasks. Disseminates business information to faculty, staff, and students. May assist with scholarship programs and related financial activities.
- Participates in the hiring and training of business staff and/or student workers and may provide supervision.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

### **Additional Responsibilities**

### **Minimum Requirements**

*Education* – High school diploma or equivalent combination of education and experience.

*Experience* – Three years of related experience in general office, bookkeeping, or personnel operations.

*Knowledge/Skills of* – Knowledge of word processing and spreadsheet applications. Interpersonal and communication skills. Planning and organizational skills.

*Ability to* – Ability to multitask and work cooperatively with others.

*Licensing / Professional Certification* – None.

*Physical Requirements* – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Supervision of Others**

This position may supervise employees.

### **Other Requirements**