

Job Title	Business Associate II
Job Code	1419
Exempt Status	Non-exempt
Position Status	
EEO Classification	

Job Summary

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

Essential Duties and Responsibilities

- Enters, reviews, and reconciles vouchers and requisitions. Assists with monitoring and reconciling accounts. Assists with monitoring portions of budget. Prepares routine financial statements.
- Investigates errors on transactions and recommends and coordinates appropriate corrective action. Responds to routine inquiries from vendors and other business units or departments.
- Prepares documents and reports for year-end and new-year start-up activities. Prepares routine purchasing specifications and documents. Reviews work requests and annual inventory certification for approval.
- Prepares and reviews electronic documents. May serve as a liaison to financial, payroll, and/or human resources. Assists new employees in completing payroll, personnel, or other business documents. May review timesheets and leave requests, prepare payroll documents for approval, and/or collect and distribute payroll forms. May maintain and audit personnel files and annual leave/sick records.
- Coordinates activities associated with conferences, continuing/ distance education, and communicates travel and other policies.
- Maintains business files, and assists with specialized business projects and activities. Disseminates business information to faculty, staff, and students. May implement and report on 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 – Four years of related experience in general office, bookkeeping, or personnel operations.

Knowledge/Skills – 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