

Job Title	Business Coordinator I
Job Code	1421
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Business Coordinator I, under general supervision, provides support and coordination of a variety of business activities requiring independent judgment, including reviewing business documents and assisting in developing, monitoring, and reporting accounts and budget data as directed by supervisor.

Essential Duties and Responsibilities

- Reviews and approves vouchers and requisitions. Reviews and audits reconciliations of multiple unit accounts. Monitors and reports on unit budget activity. Prepares monthly and annual financial reports. Provides input to policies and interprets policies and procedures.
- Coordinates annual fiscal year closing activities and drafts new fiscal year plans. Coordinates routine fiscal activities. Proposes solutions to routine financial problems. Communicates cash handling procedures, coordinates and approves cash handling activities, and implements and coordinates purchasing activities. Coordinates inventory process and maintenance of business files
- May serve as a liaison with financial, payroll, and/or human resources. May coordinate routine personnel activities and maintenance of personnel files and approve leave requests.
- Assists in planning, developing, implementing, coordinating, and monitoring business programs or services.
- May assist with administration of contracts and grants. Assists in preparing budgets for review by principal investigator(s). Develops financial and statistical analyses and summary reports. Composes correspondence. Assists with administration of unit, program, or project.
- Participates in the hiring and training of business staff and/or student workers and may provide supervision. Trains staff on new and existing business procedures, and provides policies and regulations to staff.

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 – Bachelor’s degree or equivalent combination of education and experience.

Experience – Two years of related experience in general office, accounting, 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