

<b>Job Title</b>	Business Administrator II
<b>Job Code</b>	8783
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Business Administrator II, under general supervision, manages the full range of business activities, including reviewing and approving business documents and developing, monitoring, and reporting accounts, budgets and other quantitative data.

### **Essential Duties and Responsibilities**

- Serves as an approver and back-up signer of vouchers and requisitions. Reviews and approves account reconciliations of unit accounts. Assists with the management of financial transactions, including assigning costs to appropriate accounts and projects. Monitors and controls unit expenditures plan within budget guidelines and makes projections. Develops annual budget documents for approval.
- Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures. Develops and recommends policies, procedures, and guidelines. Develops and approves schedules, priorities and standards for achieving goals. May serve as an office manager. Coordinates and evaluates business function, division, or department activities.
- Manages annual fiscal year closing activities. Resolves operational and procedural financial problems. Prepares and analyzes business reports, such as affirmative action reports and space allocation reports. Manages allocations and reporting. Performs analyses of resource allocations and operating fund requirements.
- Manages cash handling activities and unit capital equipment purchasing. Serves as accountability property officer. Serves as liaison with financial, payroll, and human resources units. Interprets System policies and regulations and University rules. Manages maintenance of unit business files.
- Identifies business-related needs and problems, and proposes solutions. Implements and audits business procedures and trains staff on new and existing procedures. Provides advice on administrative and fiscal procedures. Conducts surveys of customer needs and satisfaction. May coordinate donor gift and recognition activities. Conducts special investigations, program analysis, and research studies.
- Manages personnel activities including preparing position analyses, updating position descriptions, and developing employment offers. Communicates with employees regarding personnel policies and procedures and identifies training needs.
- Serves as a resource to principal investigator(s) for grant development, administration, and reporting.

- Participates in the hiring and training of subordinate business staff and student workers. May supervise staff and resolves staff conflicts.
- 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* – Six years of related experience in general office, accounting, or personnel operations.

*Knowledge of* – Knowledge of word processing and spreadsheet applications.

*Ability to* – Ability to multitask and work cooperatively with others. Interpersonal and communication skills. Planning and organizational skills.

*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**