

Job Title	Business Coordinator II
Job Code	8786
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Business Coordinator II, 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.

Essential Duties and Responsibilities

- Reviews, approves and provides back up for signing vouchers and requisitions. Reviews and audits reconciliations of accounts. Develops, monitors, and reports budget activity. Prepares complex monthly and annual financial reports. Plans, develops, implements, coordinates, and monitors programs or services. Provides input and assists in developing policies, procedures, and guidelines.
- Coordinates annual fiscal year closing activities and drafts new fiscal year plans. Coordinates fiscal activities. Proposes solutions to complex financial problems. Communicates cash handling procedures, audits and approves cash handling activities, and coordinates unit purchasing activities. Coordinates inventory process and maintenance of business files. Serves as a records management coordinator.
- May serve as a liaison with financial, payroll, and/or human resources. May coordinate personnel activities of the unit. Coordinates and audits personnel files, and reviews and approves leave requests.
- Assists with administration of contracts and grants. Prepares budgets for review by principal investigator(s). Develops complex financial and statistical analyses and summary reports. Composes routine correspondence. Recommends, implements and audits business procedures. 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 interprets policies and regulations for 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 – Three 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