

<b>Job Title</b>	Business Coordinator III
<b>Job Code</b>	8787
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Business Coordinator III, under general supervision, provides staff 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 with limited supervision.

### **Essential Duties and Responsibilities**

- Serves as an approver and back up signer of vouchers and requisitions. Reviews and audits reconciliations of all accounts. Develops, monitors, and reports budget activity. Prepares complex monthly and annual financial reports.
  - Coordinates annual fiscal year closing activities and drafts new fiscal year plans. Coordinates fiscal activities with little direct supervision. Proposes solutions to complex financial problems.
  - Audits and approves cash handling activities and may oversee unit purchasing activities.
  - Serves as liaison with financial, payroll and/or human resources. Develops, implements and audits business procedures upon approval and advises upper administration. Manages maintenance of all business files.
  - May manage personnel activities, coordinates and audits personnel files, and reviews and approves leave requests.
  - May oversee the administration of contracts and grants. Prepares budgets for review by principal investigator(s).
  - Develops complex financial and statistical analyses and summary reports. Composes standard and ad hoc reports and business-related correspondence.
  - Trains staff on new and existing business procedures and interprets policies and regulations for staff.
  - May manage inventory process. Serves as records management coordinator.
  - May supervise 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* – Bachelor's degree or equivalent combination of education and experience.

*Experience* – Four 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 generally supervises employees.

## **Other Requirements**