

Job Title	Senior Business Administrator II
Job Code	8814
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Senior Business Administrator II, under direction, provides professional accounting and managerial expertise.

Essential Duties and Responsibilities

- Manages signature authorization on financial, administrative, and other documents. Oversees, manages and monitors financial activities to ensure financially sound. Oversees, prepares, and maintains operating budgets. Forecasts needs and plans and formulates, analyzes, and presents financial and administrative data. Manages programs focusing on continuous process improvement.
- Develops goals and objectives. Approves schedules, priorities, and standards for achieving goals. Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures. Develops and implements policies, procedures, and guidelines. Ensures compliance with policies, rules, and regulations. Identifies, collects, and reports data to propose strategic planning. Participates in the strategic planning of the program.
- Develops and oversees budget projections. Resolves operational and procedural financial problems. Prepares, reviews, and analyzes business reports. Manages allocations and reporting. Performs analyses of resource allocations and operating fund requirements.
- Oversees student fee administration and assists in setting fee rates and providing fee accounting and reporting. Oversees and/or coordinates donor activities, process contributions and corporate matching gifts, and develops periodic contribution reports.
- Develops, implements, and audits business procedures and trains staff on new and existing procedures. Provides expert advice on administrative and fiscal procedures.
- Manages and audits procurement activities.. May manage human resources functions, ensure compliance with policies, rules, and regulations, and prepares related reports. May monitor course scheduling and review catalog proofs. May monitor and review graduate student enrollment requirements.
- Manages performance evaluation process and determine need for implementing employee training and development programs. Supervises 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 – Nine years of related experience in general office, accounting, or personnel operations, including related supervisory experience.

Knowledge of – Knowledge of word processing, spreadsheet, and database 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 generally supervises employees.

Other Requirements