

AgriLife Classification Description

Last Updated: 4/17/02

9254
BUSINESS COORDINATOR II
11/01/01

SUMMARY

General Description: Provides staff support and coordination of a variety of business activities requiring independent judgment, including reviewing business documents for the unit head and assisting in developing, monitoring and reporting accounts and unit budget data as directed by supervisor.

DUTIES

Typical: Serves as an approver and back-up signer of vouchers and requisitions; reviews and audits reconciliations of all unit accounts; prepares complex monthly and annual financial reports for unit administrator by collecting business information from a variety of sources; communicates cash handling procedures; develops, monitors and reports on unit budget activity; coordinates annual fiscal year closing activities and drafts new fiscal year plans; coordinates fiscal activities of the unit with little direct supervision; audits and approves cash handling activities by the unit; coordinates unit purchasing activities; proposes solutions to complex financial problems for unit; serves as liaison with the Financial Management Services Department and the Human Resources Department; coordinates personnel activities of the unit; coordinates and audits personnel files; reviews and approves annual leave/sick leave records; assists with unit or division level administration as needed; assists with the administration of contracts and grants; prepares budgets for review by principal investigator(s); coordinates maintenance of unit business files; serves as unit records management coordinator; develops complex financial and statistical analyses and summary reports; recommends, implements and audits unit business procedures; trains staff on new and existing business procedures; locates and applies System policies and regulations and University rules for business staff; participates in the hiring and training of subordinate business classified staff and student workers and may provide supervision; analyzes staff workloads, recommends application of work duties and priorities, assigns duties and monitors work progress; coordinates unit inventory process; composes complex unit business-related correspondence; performs related duties as required.

SUPERVISION

Received: General instruction and periodic review from administrative supervisor.

Given: May train and/or supervise business classified staff and student employees.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree).

Preferred: Bachelor's degree in business administration or closely related field.

EXPERIENCE

Required: Two years experience in general office, accounting or personnel operations.

Preferred: Experience in managing business operations or supervisory experience.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of spreadsheet and word processing. Use of standard office equipment and personal computers.