

AgriLife Classification Description

Last Updated: 4/17/02

9306
ACADEMIC BUSINESS ADMINISTRATOR I
11/01/01

SUMMARY

General Description: Provides professional accounting and managerial expertise for academic departmental operations and advice to the academic unit head on basic accounting, financial, budgetary, and administrative matters. Identifies, collects, and reports data necessary to enhance current decision-making as well as to facilitate planning activities for academic unit at the direction of the academic unit head. Consults with academic unit head to establish and implement academic unit policy and procedures (in accordance with TAMUS, State of Texas, and federal regulations) regarding the handling of administrative, financial, and academic support concerns.

DUTIES

Typical: Responsible for the monitoring of all financial activity within the academic unit to assure that the academic unit is financially sound and providing the academic unit head financial advice as to the status of funds prior to commitments being made; manages signature authorization on all financial and administrative documents; provides signature authority on (signs) all financial and administrative documents for the academic unit as delegated; in consultation with the academic unit head, is responsible for the preparation and maintenance of operating budgets (preliminary and final) to forecast needs and to establish a working document for planning purposes; at the direction of the academic unit head, is responsible for formulating, analyzing, and presenting financial and administrative data in support of academic unit goals; responsible for the interpretation and dissemination of information regarding policies, procedures, and controls to be used in the financial and administrative activities of the academic unit and ensuring compliance with federal, state, and TAMUS rules and regulations; in consultation with the academic unit head, is responsible for developing academic unit budget projections based upon current and historical university data, the state formula funding system, and the evaluation of unit academic characteristics and goals; serves as departmental resource on State formula funding and course classification issues; responsible for student fee administration for the academic unit to include assisting with the setting of fee rates and providing fee accounting and reporting; responsible for managing all aspects of the academic unit's procurement activities; responsible for determining the appropriateness of expenditures based on knowledge or account restrictions and characteristics; responsible for conducting academic unit audits of financial and managerial functions and implementing corrective procedures as needed; responsible for all aspects of the academic unit's human resource functions to include: managing faculty, staff and student appointment, classification, and compensation; serving as custodian of personnel files; ensuring compliance with university, federal and state regulations for all matters pertaining to employee leave; preparing required reports related to human resource matters; and ensuring compliance with Federal immigration laws; responsible for managing the staff performance evaluation process for the academic unit; determining need for, developing, and implementing employee training and development programs; recommending procedures for employee discipline/termination as needed; responsible for all aspects of the payroll processes for the academic unit and authorizing all payroll transactions; serves as the primary point of contact for the academic unit for all human resources and payroll administration issues; responsible for monitoring all course scheduling activities within the academic unit; serves as the departmental representative with the Registrar's Office and other academic units concerning classroom scheduling; manages signature authorization on all academic documents; responsible for coordinating information from departmental academic units, assigning classrooms and teaching times to all faculty and instructors and preparing class schedules; responsible for monitoring SIMS to review graduate student enrollment requirements and to ensure accuracy of class schedules notifying departmental administrators of any enrollments problems; responsible for implementing schedule changes and notifying appropriate individuals and administrative units; reviews undergraduate and graduate catalog proofs for academic unit; responsible for providing primary administrative support for academic unit reviews/accreditation; performs related duties as required.

SUPERVISION

Received: Periodic instruction/general direction from academic unit head on specific projects; works independently on most activities.

Given: Hires, trains, supervises, and evaluates administrative staff and student employees.

EDUCATION

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

Preferred: Master's degree in business administration or accounting. Professional certification or continuing education activities.

EXPERIENCE

Required: Six years professional, non-clerical experience in general office, accounting, purchasing, or personnel operations including three years supervisory or managerial experience.

Preferred: Experience in project management and managing business operations in a university setting. FAMIS, other university financial management system, or HRIS training/experience.

EQUIPMENT

Typical: Use of standard office equipment and personal computers.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Moderate to advanced knowledge of spreadsheets and word processing. Excellent interpersonal, communication (oral and written) and problem-solving skills. High degree of self-initiative and ability to think and work independently.