

AgriLife Classification Description

Last Updated: 4/17/02

9307
ACADEMIC BUSINESS ADMINISTRATOR II
11/01/01

SUMMARY

General Description: Provides professional accounting and managerial expertise for academic departmental operations and advice to the academic unit head on all 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. Establishes and implements 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 for the academic unit as delegated; serves as the primary point of contact for the academic unit on all financial matters; responsible for the preparation and maintenance of operating budgets (preliminary and final) to forecast needs and to establish a working document for planning purposes; 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; ensures compliance with federal, state, and TAMUS rules and regulations; 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 setting 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 of account restrictions and characteristics including funding source; 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; assessing the need for, developing, and implementing employee training and development programs; and 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 coordination 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 enrollment 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; responsible for all aspects of the administrative and financial functions for the academic unit's research program to include: preparing research proposals and budgets; assisting with the establishment and organization of support services and facilities for projects; assisting researchers in administrative and fiscal problem resolution related to projects; serving as primary administrative contact with other System agencies, TAMU Contract Administration office, and the Research Foundation; monitoring and auditing research project accounting and

indirect cost return; and ensuring the legitimacy and documentation of cost sharing; ensures compliance with Federal, State, and university regulations including OMB Circular A-21; responsible for managing the administration of faculty recruitment, employment, evaluation, tenure and promotion, retirement and the faculty workload compliance report; responsible for coordinating extensive donor activities, processing contributions and corporate matching gifts, and developing periodic contributions reports for the academic unit head; serves as the academic unit's liaison to the TAMU Foundation; serves as the academic unit liaison to the Dean's Office concerning fiscal, budget, and administrative matters; serves on College and University committees; provides input to the Senior Academic Business Administrator on fiscal policies and procedures pertaining to the College and departments; responsible for managing the administration of auxiliary activities to include conferences, continuing education, scholarly journals and other publications, and other revenue-generating endeavors; responsible for facilities management - may serve as building proctor, fire/safety officer, or security coordinator for the academic unit; responsible for coordinating completion of facilities related reports such as the Classroom Utilization Report and the Unit Space Inventory; responsible for managing facilities maintenance and modification for the academic unit; responsible for assisting with equipment, facilities, and other resource allocation for the unit, serving as the Alternate Accountable Property Officer for academic unit inventory; responsible for administrative support, financial management, and implementation of departmental scholarship and fellowship programs; may serve as Departmental Parking Representative; 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: Eight years professional, non-clerical experience in general office, accounting, purchasing, or personnel operations including four 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.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Moderate to advanced knowledge of spreadsheet 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.