

<b>Job Title</b>	Business Administrator I
<b>Job Code</b>	9366
<b>Exempt Status</b>	Exempt
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job Summary**

The Business Administrator I, under general supervision, manages the full range of business activities including reviewing and approving business documents and developing, monitoring, and reporting accounts, budgets and other quantitative data.

### **Essential Duties and Responsibilities**

- Serves as an approver and back-up signer of vouchers and requisitions. Reviews and approves account reconciliations. Assists with the management of financial transactions, including assigning costs to appropriate accounts and projects. Monitors and controls operating expenditures and makes projections. Assists in the development of annual budget documents.
- Plans, develops, implements, coordinates, and monitors programs or services. Develops and recommends policies, procedures, and guidelines.
- Oversees annual fiscal year closing activities. Proposes solutions on complex financial problems. Prepares and analyzes business reports, such as affirmative action reports and space allocation reports. Manages allocations and reporting on unit facilities, furnishings and equipment.
- Manages cash handling activities and unit capital equipment purchasing. Serves as accountability property officer. Serves as liaison with financial, payroll, and human resources units. Interprets System policies and regulations and University rules. Develops complex administrative, financial, and statistical analyses and summary reports. Manages maintenance of business files.
- Serves as office manager delegate. Implements and audits business procedure and trains staff on new and existing procedures. Establishes, implements and audits unit procedures for special activities and programs. Assists in special investigations, program analysis, and research studies.
- Manages personnel activities including preparing position analyses, updating position descriptions, and developing employment offers. Communicates with employees regarding personnel policies and procedures and identifies training needs.
- Serves as a resource to principal investigator(s) for grant development, administration, and reporting.
- Participates in the hiring and training of subordinate business staff and student workers. May supervise 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* – Five years of related experience in general office, accounting, or personnel operations.

*Knowledge of* – Knowledge of word processing and spreadsheet 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 may supervise employees.

**Other Requirements**

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	