**Business Administrator I Standard Job Description**

**Classification Title:** Business Administrator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description 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/Tasks:**

**40% Financial Management and Reporting**

* Oversees the review and approval of vouchers and requisitions.
* Reviews and approves account reconciliations.
* Assists with managing 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.
* Prepares and analyzes business reports.
* Proposes solutions for complex financial problems.
* Manages allocations and reporting on unit facilities, furnishings, and equipment.
* Develops complex administrative, financial, and statistical analyses and summary reports.

**20% Program and Policy Development**

* Plans, develops, implements, coordinates, and monitors programs or services.
* Develops and recommends policies, procedures, and guidelines.
* Establishes, implements, and audits unit procedures for special activities and programs.
* Assists in special investigations, program analysis, and research studies.

**10% Personnel and Staff Management**

* Participates in the hiring and training of subordinate business staff and student workers.
* May supervise staff and resolves staff conflicts.
* 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.

**10% Office and Operational Support**

* Serves as office manager delegate.
* Implements and audits business procedures and trains staff on new and existing procedures.
* Serves as a liaison with financial, payroll, and human resources units.
* Manages maintenance of business files.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in general office, accounting, or personnel operations.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Interpersonal and communication skills.
* Planning and organizational skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 