**Business Administrator III Standard Job Description**

**Classification Title:** Business Administrator III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Business Administrator III, 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:**

**30% Financial Management and Budget Oversight**

* Oversees and approves schedules, priorities, and standards for achieving financial goals.
* Monitors and controls unit expenditures within established budget guidelines and makes projections.
* Develops annual budget documents for approval.
* Prepares unit reports, including monthly account summaries, income statements, and budget projections.
* Manages financial transactions, including assigning costs to appropriate accounts and projects.
* Serves as a backup signer for vouchers and requisitions.
* Monitors unit fiscal health and develops strategies for achieving budget goals.
* Performs analysis of resource allocations and operating fund requirements and makes recommendations.

**20% Policy Development and Compliance**

* Plans, implements, coordinates, monitors, and evaluates financial policies and procedures.
* Monitors compliance with policies and procedures and recommends corrective actions.
* Develops and recommends policies, procedures, and guidelines to ensure efficient business operations.
* Interprets and applies System policies and regulations and University rules as they pertain to financial transactions.
* Provides guidance on administrative and fiscal procedures and recommends process improvements.

**10% Personnel and Staff Management**

* Participates in the hiring and training of subordinate business staff and student workers.
* Supervises staff work products and provides training and guidance.
* Communicates with employees regarding personnel policies and procedures.
* Identifies training needs and works with HR to update position descriptions and prepare employment offers.
* Resolves staff conflicts and provides performance feedback.

**10% Financial Reporting and Analysis**

* Prepares and analyzes business reports, including space allocation reports and affirmative action reports.
* Develops and provides quarterly financial statements to leadership.
* Reconciles financial accounts, including FAMIS and Foundation accounts, to ensure accuracy.
* Manages and tracks project expenditures and prepares management reports for unit leadership.

**10% Special Projects and Administrative Support**

* Identifies business-related needs and proposes solutions to improve operational efficiency.
* Assists with program analysis and special investigations as necessary.
* Serves as a liaison with financial, payroll, and human resources units.
* Supports research proposal budgets and provides guidance to unit principal investigators.

**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:**

* Seven 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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**