**Business Associate III Standard Job Description**

**Classification Title:** Business Associate III

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Business Associate III, under general supervision, provides support for business activities.

**Essential Duties/Tasks:**

**30% Financial Management and Reporting**

* Reviews and reconciles vouchers and requisitions.
* Monitors and reconciles multiple, complex accounts.
* Assists with monitoring the overall budget.
* Prepares complex financial statements.
* Investigates errors on transactions and recommends and coordinates appropriate corrective action.
* Responds to complex inquiries from vendors and business units or departments.
* Prepares and reviews electronic documents related to financial transactions.
* May assist with maintaining department credit cards and monthly reallocations.
* Provides documentation for possible purchasing card audits.

**20% Accounts and Payment Management**

* Investigates and books collector account appointments.
* Oversees client payment plans and follow-up billing to ensure compliance with hospital policy and procedures.
* Researches, closes, emails, and mails client supplemental invoices.
* Posts client payments who call in their monthly payment plan payments.
* Maintains all client accounts and records, ensuring they are up to date and accurate.

Assists with maintaining Resident/Intern emergency cases incentives.

**10% Training, Compliance, and Policy Implementation**

* Assists with training new business office personnel, including monthly training on liaising between the Business Office and the Finance Office.
* Assists with the oversight of compliance with University policies and procedures related to cash handling.
* Communicates travel and other policy guidelines to staff, faculty, and students.
* Ensures that department credit card purchase requests follow state purchasing guidelines and educates faculty and staff on appropriate purchases.

**10% Business Office and Vendor Liaison**

* Coordinates and communicates with vendors and business units or departments regarding financial matters.
* Maintains and audits business files, ensuring they are organized and accessible.
* Disseminates business-related information to faculty, staff, and students.

**5% Conference and Event Coordination**

* Coordinates activities associated with conferences, continuing education, and related events.
* Assists in organizing travel and communicates related policies.

**5% Miscellaneous Business Support**

* Participates in business function meetings.
* Assists with planning, developing, implementing, coordinating, and monitoring business programs and services for the department.

**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:**

* High school graduation or any equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in general office, bookkeeping, 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**