**Business Coordinator I Standard Job Description**

**Classification Title:** Business Coordinator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Business Coordinator I, under general supervision, provides support and coordination of a variety of business activities requiring independent judgment, including reviewing business documents and assisting in developing, monitoring, and reporting accounts and budget data as directed by supervisor.

**Essential Duties/Tasks:**

**30% Financial Oversight and Reporting**

* Reviews and approves vouchers and requisitions.
* Reviews and audits reconciliations of multiple unit accounts.
* Monitors and reports on unit budget activity.
* Prepares monthly and annual financial reports.
* Coordinates annual fiscal year closing activities and drafts new fiscal year plans.
* Coordinates routine fiscal activities.
* Proposes solutions to routine financial problems.
* Prepares deposits for payments submitted through Marketplace.
* Coordinates and oversees financial transactions, ensuring all financial data is accurate and up to date.

**20% Accounts Payable and Invoice Processing**

* Enters invoices into the system for payments to vendors.
* Reviews invoice materials for accuracy, obtains additional documentation to meet state guidelines, and allocates invoices to appropriate accounts as needed.
* Reconciles vendor invoices with the appropriate purchase order requests, service agreements, or master orders.
* Ensures receiving of product is completed in electronic inventory systems.
* Processes reimbursements to clients and faculty/staff as appropriate.
* Reviews monthly/quarterly invoices from outside vendors for accuracy.
* Assists in processing credit card reports, including appropriate allocations and itemizations.

**10% Staff Training and Supervision**

* Trains staff on new and existing business procedures.
* Assists in the hiring and training of business staff and/or student workers.
* Participates in the cross-training of classified staff and training of student employees.
* Provides indirect supervision to staff regarding compliance with document processing policies and procedures.
* Trains student leaders and advisors on policies and procedures related to financial transactions.

**10% Vendor and Payment Processing Support**

* Coordinates vendor files, ensuring they are up to date by obtaining required forms.
* Ensures appropriate updates are made in accounts, following cash handling procedures.
* Supports vendor payment and setup processes, ensuring proper documentation is provided.

**5% Customer Service and Inquiries**

* Responds to complex inquiries from vendors and business units or departments.
* Explains, negotiates, and modifies financial charges to facility users.
* Assists hospital personnel with travel report guidance and answers payment-related questions.
* Serves as a primary reference for guidance on financial matters related to student organizations.

**5% Miscellaneous Support and Special Projects**

* Assists with year-end close out.
* Participates in special projects.
* Assists other business services staff as needed.
* Performs other duties as assigned.

**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:**

* Two 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.

**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**