**Business Coordinator III Standard Job Description**

**Classification Title:** Business Coordinator III

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Business Coordinator III, under general supervision, provides staff 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 with limited supervision.

**Essential Duties/Tasks:**

**30% Financial Oversight and Budget Management**

* Coordinates and reviews monthly and annual financial reports.
* Prepares, reviews, and audits reconciliations of accounts.
* Develops, monitors, and reports budget activity.
* Coordinates the departmental annual fiscal year closing activities.
* Proposes solutions to complex financial problems.
* Develops complex financial and statistical analyses and summary reports.
* Fulfills mandatory quarterly and annual reporting of accounts receivables.

**20% Purchasing and Financial Transaction Management**

* Oversees accounts payable and account maintenance duties such as auditing, reviewing, and receiving vouchers and requisitions.
* Coordinates individual reimbursements to faculty, staff, visitors, and students for out-of-pocket purchases.
* Ensures department credit card purchase requests follow state purchasing guidelines.
* Assists with the inventory process related to purchasing.
* Coordinates the review and approval of requisitions and invoices in AggieBuy.
* Oversees reconciliation of expense reports in Concur for purchasing and travel.
* Coordinates the processing of DBRs, PCTs, and budget transfers.
* Reviews billing accounts to ensure they are in good standing.

**10% Staff Supervision and Training**

* Coordinates and reviews the work of entry-level business employees on related business processing activities.
* Provides purchasing and travel expense training and support for all faculty, staff, and students.
* Trains staff on new and existing business procedures.
* Provides backup for other accounting personnel, including using FAMIS and AggieBuy.

**10% Compliance and Policy Oversight**

* Interprets and ensures compliance with TAMU purchasing and travel guidelines.
* Reviews and audits cash handling activities to ensure compliance with university policies.
* Serves as a liaison to Sponsored Research Services for resolving research funding and expenditure issues.
* Serves as the backup to approver for departmental processes such as AggieBuy, Concur, and FAMIS.

**5% Service Center and Contract Support**

* Provides business support to all service center staff regarding business operations.
* Assists with the administration of contracts and grants and related sponsored grant financial management.

**5% Liaison and Communication**

* Serves as liaison with financial, payroll, and human resources departments.
* Communicates cash handling procedures to staff.
* Provides expertise and coordination on purchasing and travel activities 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:**

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

**Required Experience:**

* Four 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**