**Business Administrator II Standard Job Description**

**Classification Title:** Business Administrator II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

The Business Administrator II, 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**

* Serves as an approver and back-up signer of vouchers and requisitions.
* Reviews and approves account reconciliations of unit accounts.
* Assists with the management of financial transactions, including assigning costs to appropriate accounts and projects.
* Monitors and controls unit expenditures within budget guidelines and makes projections.
* Develops annual budget documents for approval.
* Prepares and analyzes business reports, such as affirmative action reports and space allocation reports.
* Manages allocations and reporting.
* Performs analyses of resource allocations and operating fund requirements.
* Manages annual fiscal year closing activities.
* Resolves operational and procedural financial problems.

**20% Personnel and Staff Management**

* 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.
* Participates in the hiring and training of subordinate business staff and student workers.
* Supervises staff and resolves staff conflicts.
* Performs annual evaluations and proposes salary adjustments and one-time payments based on employee performance.
* Develops and implements procedures for team.
* Identifies training needs and professional development opportunities.
* Resolves staff conflicts and oversees disciplinary actions.

**10% Policy and Procedure Development**

* Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures.
* Develops and recommends policies, procedures, and guidelines.
* Develops and approves schedules, priorities, and standards for achieving goals.
* Coordinates and evaluates business function, division, or department activities.

**10% Financial Reporting and Audit**

* Prepares complex financial summary reports.
* Manages cash handling activities and unit capital equipment purchasing.
* Serves as accountability property officer.
* Coordinates financial reports and audits for department and special reports as required by the Department Head, College, or University.
* Provides interpretation of university policies and procedures to college and department staff and communicates changes and updates as it relates to business practices and monitors compliance.

**10% Grant and Research Support**

* Serves as a resource to principal investigators for grant development, administration, and reporting.
* Assists principal investigators with budgeting grant personnel sources and effort.
* Coordinates payroll corrections associated with research funds.
* Serves as liaison with financial, payroll, and human resources units regarding grant operations.
* Reviews and interprets research budgets and provides input to principal investigators on appropriate fund expenditure.

**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:**

* Six 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**