**Business Associate I Standard Job Description**

**Classification Title:** Business Associate I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 5

**Job Description Summary:**

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

**Essential Duties/Tasks:**

**30% Financial Administration and Transaction Processing**

* Enters, reviews, and reconciles vouchers and requisitions.
* Investigates errors on transactions and recommends appropriate corrective action.
* Responds to routine inquiries from vendors and other business units or departments.
* Prepares basic standardized financial statements.
* Prepares basic purchasing documents.
* Reviews work requests and annual inventory certification for approval.
* Processes all orders in AGGIEBUY System and supports making purchases on the departmental credit card.
* Assists with tracking orders as needed.
* Processes non-PO’s in AGGIEBUY.

**20% Office Administration and Staff Coordination**

* Assists with front office coverage as needed.
* Provides general office support.
* Maintains business files and assists with specialized business tasks.
* Disseminates business information to faculty, staff, and students.
* Participates in the hiring and training of business staff and/or student workers and may provide supervision.

**10% Conference and Event Coordination**

* Coordinates activities associated with conferences, continuing/distance education, and communicates travel and other policies.
* Sets up and maintains information into MarketPlace for participants to register for conferences.
* Organizes and liaises with participants, faculty, and program coordinator for the Research
* Experience for Undergraduates (REU) program.
* Arranges and processes travel for participants in the REU/CEU program.

**10% Budget and Payroll Assistance**

* Assists with monitoring portions of the budget.
* Assists new employees in completing payroll, personnel, or other business documents.
* May serve as a liaison to accounting, payroll, and/or human resources.
* May review timesheets and leave requests, prepare payroll documents for approval, and/or collect and distribute payroll forms.

**10% Specialized Business Support**

* Assists with scholarship programs and related financial activities.

**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:**

* Three years of 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.

**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**