**Business Associate II Standard Job Description**

**Classification Title:** Business Associate II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

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

**Essential Duties/Tasks:**

**30% Financial Operations and Reconciliation**

* Enters, reviews, and reconciles vouchers, expense reports, and requisitions.
* Investigates errors in transactions and coordinates appropriate corrective action.
* Responds to routine inquiries from vendors and other business units or departments.
* Assists with monitoring and reconciling accounts.
* Assists with monitoring portions of the budget.
* Prepares routine financial statements.
* Prepares and reviews electronic finance statements for stakeholders.
* Support in processing and correcting payroll and accounting corrections.
* Backup for processing of semester tuition, fees, and scholarships.

**20% Business Project Support and File Management**

* Maintains business files and assists with specialized business projects and activities.
* Prepares documents and reports for year-end and new-year start-up activities.
* Prepares routine purchasing specifications and documents.
* Disseminates business information to faculty, staff, and students.
* Prepares and reviews electronic documents.
* Assists Business Administrator with monthly reconciliation of accounts for multiple and complex accounts.
* Serve as backup to Business Administrator with sponsored project/grant management.

**10% Travel and Conference Coordination**

* Coordinates activities associated with conferences, continuing/distance education, and communicates travel and other policies.
* Works closely with faculty, staff, and students to complete travel authorizations and travel arrangements using Concur.
* Creates and reviews traveler expense reports in Concur.
* Processes monthly payment card statements for cardholders, uploads receipts, expenses descriptions, and classifications.

**10% Staff and Training Support**

* May participate in the hiring and training of business staff and/or student workers and may provide supervision.
* Assists with the hiring and training of new staff and supports in training staff on business systems.
* May serve as a liaison to financial, payroll, and/or human resources.

**10% Financial Communication and Reporting**

* Prepares routine purchasing specifications requests for approval.
* Assists with projecting graduate funding.
* May implement and report on 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:**

* Four 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**