**Senior Business Administrator I Standard Job Description**

**Classification Title:** Senior Business Administrator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Senior Business Administrator I, under direction, provides professional accounting and managerial expertise.

**Essential Duties/Tasks:**

**40% Financial Management and Oversight**

* Manages the financial and business activities of the department.
* Tracks and analyzes budget/financial activity, providing periodic status reports to include available balances, reserves, and operating expenditures.
* Reviews and approves account reconciliations.
* Oversees annual fiscal year closing activities and works with department head to establish new fiscal year budgets.
* Manages fiscal activities to include working with allocations to and from the department.
* Prepares annual university budget documents and submits to department head and college for approval.
* Monitors the department’s financial condition and implements corrective actions as needed.
* Compiles information and prepares financial reports on a regular and periodic basis for department faculty as it relates to their research activities.
* Serves as additional signer for department business transactions.
* Serves as point of contact between department and college leadership for all financial matters related to the department.

**20% Budget Development and Analysis**

* Prepares and maintains operating budgets.
* Forecasts needs and plans, formulates, analyzes, and presents financial and administrative data.
* Develops budget projections and performs analyses of resource allocations and operating fund requirements.
* Serves as a member of the Academic Affairs budgeting team, assisting with internal template updates, allocation tracking, and recordkeeping.
* Provides budgeting, financial planning, and forecasting assistance to senior leadership, colleges, and departments.
* Researches, creates, prepares, and maintains complex financial management reports for senior leadership.
* Develops goals and objectives for budgeting processes.
* Identifies, collects, and reports data to assist with strategic planning.

**10% Financial Compliance and Reporting**

* Ensures accountability for department’s large volume of receivables related to multiple service centers within the department.
* Monitors all business activities for compliance with system policies and university rules.
* Interprets system policies and university regulations and communicates updates as it relates to business practices.
* Oversees the preparation of the annual rate studies for the department services.
* Serves as liaison with various campus and system entities, including human resources, purchasing, and risk management.

**5% Staff Supervision and Development**

* Supervises the financial team, including planning and directing all business-related activities.
* Manages performance evaluation processes and implements employee training and development programs.
* Resolves staff conflicts and oversees disciplinary actions.
* Ensures duties are appropriately aligned and distributed within the team.

**5% Operational Improvement and Policy Implementation**

* Identifies and proposes solutions to business-related needs and complex financial problems.
* Implements and audits business procedures and trains staff on new and existing procedures.
* Provides advice on administrative and fiscal procedures.
* Develops and recommends policies, procedures, and guidelines.

**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:**

* Eight years of related experience in general office, accounting, or personnel operations, including related supervisory experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database 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**