

University of Houston – Clear Lake

Position Description

Job Title: **Senior Business Coordinator**

Job Code: **3463**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Accounting or other business related field.	
Experience	Three years Accounting and Bookkeeping experience demonstrated by past employment assignments.	Applicants with relevant work experience in a college or university setting and/or with the State of Texas will receive special consideration. PeopleSoft Financial experience preferred.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Manages the administrative, financial, budgetary, and human resources operations of a large and very complex university division and/or school. Examines and analyzes information that is not readily available, some of which is highly technical or specialized, to arrive at solutions or recommendations and/or take appropriate action. Requires judgment to set priorities, evaluate results, and coordinate work with others.

Duties and responsibilities	% Time
Applies a thorough, broad-based knowledge of financial, human resources and operational policies and procedures to supervise, control and coordinate the business affairs of the division or school. Participates in training sessions related to business policies, practices and procedures. Disseminates information and instructions within the work group. Reviews and provides signature approval of budget, accounting, accounts payable, travel, purchasing, personnel/payroll documents (and related materials) prepared by clerical staff within the division or school. Provides financial accountability and ensures compliance with state, university and external funding agency guidelines.	40
Analyzes cost centers and meets periodically with Directors, Deans and Associate Vice Presidents to update budget projections and resolve negative accounts. Reviews and approves monthly reconciliation of accounting and human resource records. Prepares financial and budget reports to monitor financial activity. Meets quarterly with Budget and General Accounting to review cost centers.	15
Serves as primary liaison on business affairs between the Division/School and the Administration and Finance units, other university units and external customers.	15
Creates and maintains formational data bases for research. Develops and manages division or school budgets; assures budget allocations are linked with planning documents and institutional priorities; projects revenue for special fees and budget development purposes. Provides analyses, advice, and guideline interpretations to administrative directors to assist with budget planning and management.	10

<p>Ensures that staff members within the division or school are properly trained with respect to business/financial practices; interprets and ensures compliance with all internal audit requirements, Office of Sponsored Programs policies and procedures and State of Texas policies and federal rules and regulations. Documents the work deficiencies of Business Assistants (or equivalent) and communicates with their immediate supervisor. Ensures the business affairs of each unit within the division continue uninterrupted in the event of a vacancy or prolonged absence.</p>	10
<p>Assists departments with personnel assignments, recruiting and other human resources actions. Works with the Office of Sponsored Programs to ensure that faculty and administration within work group follow grant/contract regulations and procedures. Coordinates computer resources and use, including acquisitions and allocations.</p>	10

This position description describes the general qualifications, duties and responsibilities of work being performed.