

University of Houston – Clear Lake

Position Description

Job Title: **Business Coordinator**

Job Code: **3462**

Pay Grade: **020**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Business Administration or related field and one year business related experience or equivalent combination of education and work experience.	
Experience	Accounting and Bookkeeping skills demonstrated by education or past employment assignments. Requires a thorough understanding of practical aspects of an analytical, technical or professional discipline. Skill in PC applications including word processing, spreadsheet and database.	Applicants with relevant work experience in a college or university setting and/or with the State of Texas will receive special consideration.
License/Certification		

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

POSITION SUMMARY

The business coordinator will oversee departmental cost centers, maintain current budget information, reconcile cost centers, provide routine and non-routine accounting reports and ensure the proper and efficient use of funds; assist with budget preparation and data entry of the budget into an automated system; oversee and coordinate major departmental purchases; investigate and analyze departmental problems/needs and make recommendations as to resolution; oversee departmental inventory, assist departmental staff with business functions and provide training/instruction as needed; serve as liaison between the work group and outside areas for departmental business issues; and perform other related duties as required. Process purchase requests and other accounting and HR documents for the division.

Duties and responsibilities	% Time
Perform and/or verify cost center reconciliations and data entry for all area operating budgets as well as contract processing/management for the university's marketing effort.	40
Cost center oversight/control. Maintain current accounting information. Provide routine and non-routine reports for administration and departments. Ensure proper and efficient use of funds. Process purchase requests, purchase vouchers, travel authorizations and other accounting and HR documents.	30
Financial reports for internal analysis as assigned by the supervisor.	10
Budget preparation and entering that requires extensive communication with departments.	10
Business function training for all divisional staff. Other duties as assigned.	10

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