

**JOB INFORMATION**

Effective Date	10/13/2021
Job Code:	3464
Job Title:	College Business Administrator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Finance
Job Family:	Budget
Job Summary	The College Business Administrator applies a thorough and broad-based knowledge of financial, budget, human resources and business operational policies and procedures for the college. Monitors and maintains all financial transactions within the college. Coordinates with the Mgr., Academic Affairs Business Ops to ensure financial strategies align with the Provost Office financial strategies. Enforces UHCL policy and procedures across the division and serves as a resource to ensure compliance with federal, state, UH System and UHCL policies and procedures.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Bachelor's Degree	in Business, Accounting, or Finance	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	years of finance or budget experience	Required	
Considerable	years working in Higher Education budget or finance related area	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Advanced Excel skills.	Skilled
• Ability to compile and analyze financial reports and statistical data.	Skilled
• Excellent organizational skills.	Skilled
• Ability to prioritize busy workload and handle multiple projects and tasks in a timely manner.	Skilled
• Ability to produce adhoc reports through interfacing with human resources and financial software.	Skilled
• Ability to maintain confidential information and handle delicate issues tactfully.	Skilled
• Excellent written and oral communication skills.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Serves as a strategic partner with the College Dean and college leadership in application of data analytics and pro-forma projections in formulating and implementing college financial and budgetary strategies in conjunction with campus strategic plan and operations including assessing the impact of enrollment fluctuations to the college budget and operations. Coordinates with Chief Business Administrator to ensure college financial and budgetary strategies and applications are in line with the Provost Office budget strategies.	20%
• Assists in development of annual departmental budgets and monitors throughout the year creating budget adjustments as necessary. Provides analyses, recommendations, and guideline interpretations to assist managers with planning and budget.	15%
• Monthly review of cost center reconciliation. Research problems and issues submitted by departmental business assistants concerning cost centers, as well as university policies and procedures. Meets quarterly with Budget Office and Accounting to review cost centers.	15%
• Preparation and production of administrative and financial reports that require collaboration with other departments, compiling data from PeopleSoft Finance and HR, and/or using/writing queries to populate data for analysis.	15%
• Review and approve all financial documents and contracts for the deposit and expenditure of funds including personnel/payroll requests, purchases, payments, travel, interdepartmental transfers, account creates/modifications, and work order requests. Also responsible for the transfer and/or reallocation of funds as needed and review and approval of annual inventory reports.	15%
• Coordinates the development and submission of annual departmental planning priorities, strategic plans, and assessments reports. Provides support to decision makers through data analysis.	10%
• Processes HR electronic form requests that pertain to job and position data.	5%
• May provide supervision of departmental staff, including defining job duties, setting performance development plans/goals and conducting annual performance reviews.	5%
• Performs other duties as assigned.	0%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No

Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description