

JOB INFORMATION

Effective Date	10/13/2021
Job Code:	3463
Job Title:	Division 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 Division Business Administrator applies a thorough and broad-based knowledge of financial, budget, human resources and business operations processes and procedures for the division. Monitors and maintains all financial transactions and performs all necessary budget adjustments within the division. Assists in developing division annual budget plans by providing revenue and expense analyses and projections. Serves as a resource to ensure compliance with federal, state, UH System and UHCL policies and procedures and enforces UHCL policies and procedures within division.

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	Degree in Finance, Accounting, Business, Public Administration or a related field.	Required	
Bachelor's Degree	Degree in Accounting or Business Administration.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum three years of experience in higher education finance, budget, or accounting.	Required	
Considerable	Five years of experience in higher education budget, finance or accounting.	Preferred	

Licenses and Certifications

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

KSAs	Proficiency
• Knowledge of state, university, and sponsored project procurement rules.	Basic
• Advanced Excel and People Soft 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
• Expertise in procurement, including purchasing, procurement cards, contracts, and accounts payables.	Skilled
• Knowledge of university travel processes, including travel requests, expense reports, and travel cards.	Skilled

JOB RESPONSIBILITIES

- Campus Security Authority
- Remote Work Capable

Essential Functions

Essential Function	% TIME
• Reviews and approves the annual inventory report and all financial documents and contracts processed for the deposit, expenditure, and transfer of funds. This includes payroll, purchases, payments, travel, interdepartmental transfers, work order requests and account creates/modifications.	25%
• Assists in development of annual departmental budgets by: monitoring budgets throughout the year, processing budget adjustments to current year budget plan, reporting budget to actuals data, recommending future year budget plan changes, providing data for department initiative funding requests, and interpreting budget guidelines to assist leaders with planning and budget.	20%
• Performs operational expense and revenue projections and reports deviations from budget plan. Performs impact to budget analyses and maintains internal proformas as requested by college or division leaders.	15%
• Reviews cost center reconciliation monthly. Researches problems and issues submitted by departmental business support staff concerning cost centers. Meets quarterly with Budget Office and Accounting to review cost centers, budget, and financial operations performance.	10%
• Enforces UHS and UHCL policies and procedures. Performs periodic review of operations for process improvement and to identify need for focused business operations trainings/tools for business administration staff.	10%
• Produces recurring administrative and financial reports by compiling data from the various university systems through use of predefined queries, data extraction tools, and reports. Provides support to leaders through data analytics.	5%
• Processes HR electronic form requests that pertain to job and position data.	5%
• Provides supervision to division/college business administration support staff which includes defining job duties, setting performance development plans/goals and conducting annual performance reviews.	5%
• Performs other duties as assigned.	5%

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