

Business Coordinator II

Summary of Role

Positions at this level perform a variety of business, fiscal, and administrative functions to address the business needs of several program areas or integrated services. Work may involve the supervision of others. Manage well-defined business functions for a department unit or the University. Collect and analyze information and prepare reports. Apply policies and procedures related to business practices and internal control procedure. Identify, recognize, and resolve problems that have established precedents and limited impact. Compile, organize, and analyze financial information and other data. Ability to review, examine, and prepare documents.

Scope

- Demonstrates in-depth knowledge of the area of specialization, the program, process, and/or organizational operation. May serve as the content/process resource.
- Coordinates varied records processing activities requiring the application and some interpretation of procedures, policies, laws, and regulations. Reviews information for completeness and accuracy using multiple guidelines.
- Recognizes, defines and resolves non-standard problems using operating procedures, practices and established precedents.
- Presents ideas in a clear, concise, organized manner. Explains and interprets programs, policies and procedures to meet the specific needs of staff and clients.
- Monitors and reconciles departmental or program budget and tracks travel and office expenditures.
- May include providing input to supervisor on the setting and evaluating expectations regarding other employees.

Education and Experience

Graduation from high school and one to two years of related office experience with at least one year directly related to the assignment. Or an equivalent combination of education and experience.