

## **Business Officer I**

### Summary of Role

Employees at this level are business officer professionals who apply well-defined accounting, budget and business practices to address the business needs of a small sized unit with consistent funding sources for a limited variety of functional activities or services in a well-defined program.

### Scope

- Manage well-defined business functions for a unit
- Apply established policies and procedures related to business practices and internal control procedures
- Conduct financial management responsibilities in an organization primarily funded by consistent funding sources. Require a general knowledge of the organization's accounting and budget procedures.
- Typically accountable for financial transactions and practices within assigned scope of responsibility.
- Compile and summarize financial data to participate in budget analysis and forecasting.
- Typically responsible for a small budget.
- Identify, recognize, and resolve problems that have established precedents and limited impact. Refer non-standard questions and problems to higher levels.
- Gather, organize, and analyze financial information and other data. Review, examine and prepare documents.
- Typically has minimal contribution to University strategic planning.

### Education/Experience

-Graduation from a four-year college or university and one year of experience in business or administration management to include experience in financial management; or a two-year degree and two years of administrative, business, or financial management experience; or an equivalent combination of training and experience.