

## Business Services Coordinator

**DESCRIPTION OF WORK:** Positions in this banded class administer and coordinate a variety of business and/or fiscal functions for a work unit, program or department. Work is characterized by a variety of business, fiscal and administrative functions. Work requires knowledge of applicable policies, procedures and information systems in order to communicate and process information. The range of duties includes, but is not limited to, program coordination, program marketing and customer service, budget management, event planning, report writing, summarizing and reconciling information or financial data, records and facilities management, personnel administration and closely related functions. Work may include the supervision of other(s).

### **EXAMPLES OF COMPETENCIES: CONTRIBUTING**

**Business and Records Administration:** Ability to coordinate varied records processing activities requiring the application of well-defined policies and procedures. Ability to prepare and review information for completeness and accuracy.

**Financial Management:** Ability to complete financial transactions, processes and practices for assigned areas. General knowledge of the organization's accounting and budget procedures. May require ability to compile and report financial data.

**Information Processing and Decision-Making:** Ability to identify problems that have established precedents and limited impact. Ability to compile and organize financial information and other data.

**Communication:** Ability to convey factual information using standard written formats. Ability to communicate information clearly to others about services, processes, and procedures using prescribed or established guidelines.

**Planning and Organizing Work/Supervision:** Ability to coordinate tasks and establish priorities. Ability to direct, assess, and train student workers.

### **JOURNEY**

**Business and Records Administration:** Ability to manage well-defined business functions for a department unit or an organization. Ability to collect and analyze information and prepare reports. Ability to apply policies and procedures related to business practices and internal control procedure.

**Financial Management:** Ability to frequently serve as an internal resource on financial matters with responsibilities including reconciling budget expenditures and, monitoring accounts. May require ability to manage a budget with limited funding sources. May require ability to compile financial data for reporting purposes.

**Information Processing and Decision-Making:** Ability to identify, recognize, and resolve problems that have established precedents and limited impact. Ability to compile, organize, and analyze financial information and other data. Ability to review, examine, and prepare documents.

**Communication:** Ability to explain and interpret programs, policies, and procedures using standard formats. Ability to advise others in most matters related to program operations. Ability to communicate factual information, general guidelines, and standard procedures.

**Planning and Organizing Work/Supervision:** Ability to plan and facilitate the activities of the work units. Ability to evaluate and assess workflow and staffing resources. Ability to train and supervise student workers.

### **ADVANCED**

**Business and Records Administration:** Ability to manage a variety of business and records functions. Ability to perform research, data collection, analysis of information, and report writing. Ability to interpret policies and procedures to facilitate and ensure the

**Communication:** Ability to develop and edit written documents and reports of information that usually spans across functional areas. Ability to provide documentation to explain and support conclusions. Ability to communicate interpretative information that

application of sound business practices. May require the ability to integrate policies and procedures with work units external to the organization.

**Financial Management:** Thorough knowledge of the organization's accounting and budget procedures. Ability to approve expenditures and manage a unit or program budget typically comprised of several funding sources. Ability to compile and summarize financial data to participate in budget analysis and forecasting.

**Information Processing and Decision-Making:** Ability to assess and resolve problems that require research and review of policy and procedures. Ability to analyze moderately complex business operations and financial statements. Ability to make recommendations for approval.

spans across functional areas. Ability to respond to non-routine inquiries.

**Planning and Organizing Work/Supervision:** Ability to coordinate and direct work unit activities. Ability to develop new processes or procedures. Ability to supervise staff and student workers in applying operational policies and procedures.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in business administration or a related discipline; or an equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

**Special Note:** This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.