



## Job Class Specification

**TITLE: BUSINESS SERVICES SPECIALIST**  
**FLSA: NONEXEMPT**  
**EEO6: H50**  
**IPEDS-SOC: B-131199**

**JOB CODE: N11BS1**  
**JOB TYPE: SYSTEMWIDE**  
**JOB FAMILY/SERIES: FIN**

**APPROVED BY: Chancellor's Designee:**  
**Carolyn Skolnik, Associate Vice Chancellor**

**EFFECTIVE DATE: 10/01/2016**

### **JOB SUMMARY**

Under general supervision, supervises the day to day activities of support staff providing business management services to a department or division. Responsibilities include entry level professional work in a combination of business operations such as finance and budget, human resources, procurement, contract and grant administration, and/or facilities management functions.

### **PRIMARY DUTIES**

1. Supervises daily work operations. Plans, schedules, assigns, and reviews work. Trains employees and evaluates performance. Ensures that work meets established standards of quantity or quality.
2. Assists in planning and developing the department/division budget. Analyzes areas of expenditures and revenues; identifies problem areas; and recommends changes. Prepares budget amendments and maintains records of salary and FTE encumbrances.
3. Assists in preparing applications or renewals for grants and contracts. Develops cost projections such as salary and fringe benefits.
4. Assists investigators in administering grants and contracts in accordance with University policies and sponsor's requirements regarding records, reports, controls, and conditions regarding the expenditure of funds.
5. Supervises the creation, maintenance, reconciliation of accounts using an automated database.
6. Oversees the preparation and processing of payroll journals, purchase requisitions, and timekeeping records.
7. Coordinates the personnel requirements of the department/division with the institution's human resources office with regard to recruitment, training, classification/compensation, payroll, or benefits.
8. Oversees department billing for postage, telephone, copier, film processing etc.
9. Participates in space planning activities. Coordinates the renovation or relocation of department administrative and

research areas.

10. Authorizes and monitors the payment of invoices. Resolves discrepancies with vendors or service providers.
11. Sets up and monitors department/division maintenance and service contracts on equipment, instruments, and facilities.
12. Prepares activity, financial, and annual reports or analyses.
13. Evaluates effectiveness of office operations, recommends, and implements changes.
14. Serves as department/division liaison to central offices of the institution as well as sponsoring agencies.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

#### **MINIMUM QUALIFICATIONS**

EDUCATION: High School Diploma or GED.

EXPERIENCE: Six years progressively responsible experience in a combination of budgeting, accounting, payroll, purchasing, and personnel work.

OTHER:

#### **REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of and ability to apply Generally Accepted Accounting Principles (GAAP). Working knowledge of management principles and practices. Skill in applying basic analytical skills to review expenditures and revenues, prepare forecasts, and reconcile accounts. Skill in performing basic mathematical computations. Skill in planning work and supervising others. Skill in organizing and executing multiple assignments under specific time constraints. Ability to understand and interpret University policies and procedures in the areas of finance, human resources, payroll, purchasing, and sponsored programs. Ability to prepare and present budgetary, accounting, and other reports and schedules. Ability to communicate effectively orally and in writing. Ability to operate office equipment, computers, and related software. Ability to handle sensitive and confidential matters with discretion and tact.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

N/A