JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Business Operations Specialist I

Job Code: 10696

Salary Grade: 19

FLSA Status: Non-Exempt

Job Family: Organizational Administration

Job Subfamily: Administrative Operations

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Processes and reconciles a variety of financial, administrative, and HR transactions for a department with limited supervision. Performs data entry, account reconciliation, and transaction tracking within established procedures, and serves as a departmental resource for routine business processes.

Job Responsibilities

1. Processes financial, administrative, and HR transactions within established procedures.
2. Reconciles departmental accounts and resolves routine discrepancies.
3. Tracks and monitors expenditures and transaction status against budgets.
4. Processes payroll transactions, tracks leave, and submits personnel forms.
5. Sets up suppliers and processes purchasing and reimbursement transactions.
6. Maintains accurate financial and administrative records.
7. Responds to routine questions and escalates non-routine issues.
8. Recommends minor improvements to transactional processes.

Minimum Requirements

Required Education & Experience:

- Education:High School or GED
- Experience: 3 years

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates solid knowledge of functional processes, systems, policies, and procedures.
- Communication & Collaboration: Communicates information clearly and effectively, including information that may require basic explanation or clarification.
- Problem Solving: Problems are typically of a routine nature but may at times require interpretation or deviation from standard procedures.
- Autonomy: Checks and makes minor adjustments to work methods to solve problems that are routine and typically exist in current work processes and systems.
- Leadership: Primarily an individual contributor with no formal leadership responsibility.

Working Conditions

- Standard office environment.
- Prolonged periods of sitting and working at a computer.
- Frequent use of a keyboard and repetitive motion.
- Occasional lifting of up to 25 pounds.

- May experience periods of elevated workload and competing deadlines.

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