



**Job Specification**

**Job Title: Asst. Manager, Decision Sciences Institute**  
**BCAT Code: 316D AC**  
**Pay Grade: G16**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**General Description**

Oversees the accounting and membership services for the Decision Sciences Institute. Supervise staff and accounting operations of the Decision Sciences Institute.

**Examples of Duties**

- Manages and monitors the preparation of financial statements for the institute.
- Manages the budget development, preparation, and modification for the institute.
- Provides routine and complex reports on membership and accounting status.
- Maintains computerized data on accounting activities such as general ledger, cash receipt journal, cash disbursement journals, and any other adjustments.
- Serves as financial liaison between institute and customer.
- Attends executive committee and Board of Directors meetings.
- Prepares checks or other financial instruments for payment.
- Conducts audits and supervises staff
- Performs other related duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Knowledge of basic computer operation and software (spreadsheets, databases, and word processors).
- Ability to multi-task, pay attention to detail, train staff, and supervise staff.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

**Minimum GSU Hiring Standards**

Bachelor's degree and four years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*