



## **Job Specification**

**Job Title: Business Manager I**  
**BCAT Code: 434X AC**  
**Pay Grade: G13**

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

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### **General Description**

Provides entry-level coordination of the business affairs of a small to mid-sized department, college, or unit.

### **Examples of Duties**

- Assists in facilitating policies and procedures.
- Assists in managing the financial affairs of the department.
- Monitors departmental expenditures and reimbursements.
- Advises management in financial matters.
- Monitors funding sources and assists in the preparation of annual budgets.
- Coordinates timesheets and paycheck disbursement.
- Assists in developing budgets for grant proposals.
- Performs statistical research; prepares financial reports.
- Assists in coordinating the faculty recruiting process.
- Supervises office clerical and support staff.
- Monitors property control and equipment maintenance; arranges for equipment maintenance.
- Serves as a liaison to other administrative units.
- Assists in monitoring compliance with university policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Assists in developing office procedures.
- Assists in planning meetings and special events.
- Assist in producing departmental newsletter.
- Assists with selecting and hiring administrative and managerial staff.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of university rules, policies, and procedures.
- Knowledge of computer equipment and information systems (e.g. Peoplesoft Spectrum, MS-Excel, MS-Word, MS-Access, etc).
- Knowledge of business and financial management practices.
- Effective communication, time management, and organizational skills.
- Ability to supervise and direct the work of others.

### **Minimum GSU Hiring Standards**

Bachelor's degree and two years administrative 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.*