



Job Specification

Job Title: Business Manager II
BCAT Code: 434X AE
Pay Grade: G16

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

General Description

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

Examples of Duties

- Assists in developing and facilitating policies and procedures.
- Manages the financial affairs of the department.
- Monitors departmental expenditures and reimbursements; approves expenditures.
- Advises management in financial matters.
- Monitors funding sources and assists in the preparation of annual budgets.
- Coordinates timesheets and paycheck disbursement.
- Performs statistical research; prepares financial reports.
- Assists with budget development for grant proposals.
- Coordinates 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.
- Monitors compliance with university policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Develops and implements office procedures.
- May assist in planning meetings and special events.
- Assists 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 four 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.