



**Job Specification**

**Job Title: Business Manager III**  
**BCAT Code: 434X AG**  
**Pay Grade: G19**

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

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**General Description**

Provides advanced level coordination of the business affairs of a large department, college, or unit.

**Example of Duties**

- Develops and facilitates unit's financial 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 prepares annual budgets.
- Coordinates timesheets and paycheck disbursement.
- Performs statistical research; prepares financial reports.
- Participates in budget development for grant proposals.
- Monitors the faculty recruiting process.
- Supervises office clerical and support staff.
- Monitors property control and equipment maintenance; arranges for equipment maintenance.
- Serves as primary liaison to other administrative units involving financial matters.
- Monitors compliance with university policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Develops office procedures.
- Plans meetings and special events.
- Produces departmental newsletter and other communication.
- Selects, hires and terminates administrative 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 six 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.*