



Job Specification

Job Title: Manager, AIS/ICIS
BCAT Code: 315X AC
Pay Grade: G16

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

General Description

Manages the financial affairs of the AIS/ICIS Association. Directs the day to day operations of the department in the absence of the Associate Director.

Examples of Duties

- Manages the accounting, budget, finance and investment opportunities for the Association.
- Monitors association expenditures and reimbursement and expenditures.
- Manages membership functions, databases, cards, records and procedures.
- Develops and manages the implementation and integration of registration/membership, policy and procedures along with software selection and installation for such procedures.
- Hires, trains, and supervises the office clerical, financial and support staff members.
- Assists the president and executive director in developing, recording and implementing policies and procedures.
- Assists in planning meetings and special events.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of fund accounting and accounting principles.
- Knowledge of University policies and procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficient with word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Master's degree and five years 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.