



Job Specification

Job Title: Manager, Accounting Services
BCAT Code: 430X AL
Pay Grade: G19

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

General Description

Performs managerial duties involved in training, coordinating, and supervising the accounting functions for various entities of the University.

Examples of Duties

- Provides analysis of financial data to University administrators and independent auditors.
- Coordinates the preparation of monthly, quarterly and annual financial reports.
- Trains and supervises two Accountants III.
- Reviews and approves transactions, including journal entries.
- Provides guidance to the University concerning accounting policies and procedures.
- Recommends appropriate accounting action or practice for new business activities.
- Manages the reconciliation of general ledger accounts on a timely basis.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of fund accounting and accounting principles.
- Knowledge of University and state rules and regulations.
- 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.
- Must be detail oriented.
- Proficiency with word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in business or a related field and two years of supervisory/management 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.