



Job Specification

Job Title: Manager, Auxiliary & Support Services Accounting
BCAT Code: 456X AJ
Pay Grade: G16

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

General Description

Manages, supervises, and participates in advanced level duties in the maintenance of accounting records and reporting functions for the department. Manages, supervised and direct various personnel. Acts on behalf of the Director of Administrative and Customer Services in his/her absence.

Examples of Duties

- Creates procedures for the maintenance of departmental receivables and collections.
- Prepares monthly reconciliation of all temporary holding accounts and MARTA inventory/liability accounts.
- Provides direct supervision, training and developmental assistance for Auxiliary Support Services accounting functions and associated personnel.
- Supervises techniques used and assists with cash deposits and cashier reconciliations generated by Customer Service Specialists.
- Manages and processes monthly journal entries.
- Assists management and other staff in retrieving information from the Spectrum system.
- Assists in various fiscal year-end activities including review or entry of revenue and expense accruals and the reversal of these entries in the Spectrum system in the new fiscal year.
- Assists in the hiring, firing, counseling and performance evaluations for direct reports and other accounting staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of all federal, state and local compliance rules and regulations.
- Knowledge of accounting principles.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Proficiency with word, spreadsheets and database programs.

Minimum GSU Hiring Standards

Bachelor's degree in accounting and two years experience of supervisory/managerial experience; or a combination of education and experience. Supervisory accounting experience in a college or university setting is preferred.

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.