



Job Specifications

Job Title: Manager, Budget & Planning
BCAT Code: 315X AG
Pay Grade: G19

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

General Description

Manages and oversees the university's original budget, subsequent budget amendments, and financial planning activities.

Examples of Duties

- Coordinates, plans and directs the preparation of annual operating budget and budget amendments.
- Advises and assists professional staff in interpreting regulations and guidelines relating to budgetary process.
- Analyzes actual expenses and maintain systems related to budgetary control.
- Develops and enhances internal accounting and control systems related to the managements and general operations of the Office of Budget and Planning.
- Prepares periodic management reports and analysis.
- Serves on various university committees such as GACP, CBSAC and CSF.
- Determines the university's student fee revenue, anticipated expenditures, contingency fund, and end-of-the-year sweep fund.
- Assists in the hiring, direct the training and review performance of assigned staff.
- Assists in the coordination and resolution of Budget System/ Human Resources Payroll System discrepancies.
- 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.
- Knowledge of University/Board of Regents' policies and procedures.
- 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, business administration or related field and three years of supervisory experience in budgeting/accounting; or a combination of education and experience. Three years experience in governmental/fund budgeting/ accounting preferred. Master's degree in Business administration, public administration, or related field 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.