



## **Job Specification**

**Job Title: Manager, Revenue and Receivables**  
**BCAT Code:430X BA**  
**Pay Grade: G19**

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

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### **General Description**

Oversees the day-to-day, month end, and year-end financial activities and operation of Revenue and Receivable. Ensures timely and accurate completion of reporting and reconciliations. Plans, establishes, and monitors priorities, trains staff and manages unit to ensure all goals and objectives of the department are met.

### **Examples of Duties**

- Ensures all reconciliations are complete within established deadlines and any adjusting entries identified and resolved promptly.
- Analyzes accounts for correctness and ensures variances researched and resolved accurately.
- Coordinates and develops accounting related process improvements.
- Designs, prepares, and maintains clear and concise financial report.
- Provides information as requested for management decision making and year-end processing.
- Recommends quarterly write-offs uncollectible accounts.
- Ensures accuracy of information recorded in order to provide the highest quality data for management report and decision-making.
- Oversees the accounting for financial aid programs such as SEOG, PELL, Perkins, Hope.
- Ensures ongoing communication with financial aid office to ensure proper allocation of funding.
- Reconciles monthly accounts from Banner to PeopleSoft as well as to third party servicer where applicable.
- Initiates immediate responses to technological changes and developments, and makes recommendations as appropriate.
- Monitors compliance with applicable laws, policies, and procedures.
- Serves as member of Board of Regents RACAR group to ensure services provided and technological usage supports the goals and meets the needs of Student Accounts and the Board of Regents.
- Manages hires and develops staff in support of the department's and university's mission, goals, and objectives.
- Supervises and trains staff in all aspects of department.
- Maintains up to date procedures of the functions within revenue and receivables office.
- Represents Director of Student accounts in meeting within the campus community as requested.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of Peoplesoft financial system.
- Knowledge of federal financial aid policies and procedures.
- Knowledge of accounting principles.
- Ability to communicate effectively verbally and in writing.
- Ability to direct the work of others.

### **Minimum GSU Hiring Standards**

Bachelor's degree 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.*