Job Title: Accounting Manager

BCAT Code: 09LX17  Effective Date: June 1, 2011
Pay Grade: G19   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs advanced level accounting functions related to the oversight and daily management of the general accounting processes and procedures for a department.

Examples of Duties
- Trains and supervises accounting staff, students and/or students.
- Assists with internal and external audits.
- Provides technical guidance and leadership for general and project accounting; financial reporting; investment accounting; cash management; reconciliations; compliance; and auditing.
- Reviews and approves transactions, including journal entries. Manages the reconciliation of General Ledger accounts.
- Provides Ad Hoc Reporting or Custom Reporting for internal and external customers.
- Assists with the development, implementation, and recommendation of policies and procedures relating to the general operation of the accounting unit.
- Develops and monitors work team/unit; assists with the implementation of staff training and development programs.
- Monitors and evaluates the current and long-term development of staff.
- Performs other related duties or projects as assigned/requested.

Knowledge, Skills and Abilities
- Knowledge of business and financial management practices.
- Knowledge of advanced accounting and principals, practices, and procedures.
- Effective communication, time management, and organizational skills.
- Ability to provide direct independent supervision.

Minimum GSU Hiring Standards
Bachelor’s degree in Accounting or a related field and five years of related experience; or a combination of education and related experience. Experience with financial accounting software, spreadsheets, word processing, and other Microsoft Office applications preferred. Certified Public Accountant (CPA) 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.