Job Title: Assistant Manager, Decision Science Institute

BCAT Code: 09GD02  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists in overseeing the accounting and membership services for the Decision Sciences Institute.

Examples of Duties
- Assists in supervising staff and accounting operations of the Decision Sciences Institute.
- Assists in managing and monitoring the preparation of financial statements for the Institute.
- Assists in managing the budget development, budget preparation, and modification for the Institute.
- Provides routine and complex reports on membership and accounting status.
- Maintains computerized data on accounting activities, such as General Ledger, cash receipt journal, cash disbursement journals, and any other adjustments.
- Serves as financial liaison between the Institute and the customer.
- Attends executive committee and Board of Directors meetings in the absence of the Manager.
- Prepares checks or other financial instruments for payment.
- Conducts audits as needed.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of basic computer operations and software, such as spreadsheets, databases, and word processors.
- Effective time management, customer service, and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, pay attention to detail.
- Assists in training/ supervising staff.

Minimum GSU Hiring Standards
Bachelor's degree; or four years supervisory or lead worker experience; or a combination of training and related 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.