Office of Human Resources

Job Specification

Georgia State University

Job Title: Business Manager I

BCAT Code: 09LX38  Effective Date: April 1, 2007
Pay Grade: G13  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Perform entry-level duties in the coordination of the business affairs of a small to mid-sized department, college, or unit.

Examples of Duties
- Assists in facilitating policies and procedures.
- Assists in managing the financial affairs of the department.
- Monitors departmental expenditures and reimbursements.
- Advises management in financial matters.
- Monitors funding sources and assists in the preparation of annual budgets.
- Coordinates timesheets and paycheck disbursements.
- Assists in developing budgets for grant proposals.
- Performs statistical research; prepares financial reports.
- Assists in coordinating the faculty recruitment process.
- Supervises the office clerical and support staff.
- Monitors Property Control and Equipment Maintenance; arranges the maintenance of equipment.
- Serves as liaison to other administrative units.
- Assists in monitoring compliance with University policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Assists in developing office procedures.
- Assists in planning meetings and special events.
- Assists in producing departmental newsletter.
- Assists with selecting and hiring administrative and managerial staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University rules, policies, and procedures.
- Knowledge of computer equipment and information systems, such as Peoplesoft Spectrum, MS Excel, MS Word, MS Access, etc.
- Knowledge of business and financial management practices.
- Effective communication, time management, and organizational skills.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of administrative experience; or a combination of education 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.

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Classification Section