Job Title: Business Manager II

BCAT Code: 09LX39                                                    Effective Date: April 1, 2007
Pay Grade: G16                                                        FLSA Status: Exempt
FLSA Status: Exempt                                                   Revision Date: July 1, 2013

General Description
Performs professional level duties in the coordination of the business affairs of a mid-sized to large department, college, or unit.

Examples of Duties
- Assists in developing and facilitating policies and procedures.
- Manages the financial affairs of the department.
- Monitors departmental expenditures and reimbursements; approves expenditures.
- Advises management in financial matters.
- Monitors funding sources and assists in the preparation of annual budgets.
- Coordinates timesheets and paycheck disbursement.
- Performs statistical research; prepares financial reports.
- Assists in the budget development for grant proposals.
- Coordinates 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.
- Monitors compliance with University policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Develops and implements office procedures.
- May assist 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 four 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.

Office of Human Resources                                                  Classification Section