General Description
Performs advanced level duties in the coordination of the business affairs of a large department, college, or unit.

Example of Duties
- Develops and facilitates the financial policies and procedures of the unit.
- Manages the financial affairs of the department.
- Monitors departmental expenditures and reimbursements; approves expenditures.
- Advises management in financial matters.
- Monitors funding sources and prepares annual budgets.
- Coordinates timesheets and paycheck disbursements.
- Performs statistical research; prepares financial reports.
- Participates in the budget development for grant proposals.
- Monitors the faculty recruitment process.
- Supervises the office clerical and support staff.
- Monitors Property Control and Equipment Maintenance; arranges the maintenance of equipment.
- Serves as the primary liaison to other administrative units involving financial matters.
- Monitors compliance with University policies and procedures.
- Maintains departmental records; maintains personnel records for staff and faculty.
- Develops office procedures.
- Plans meetings and special events.
- Produces departmental newsletter and other communication.
- Selects, hires and terminates administrative 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 six 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.