Job Title: Manager, AIS/ICIS

BCAT Code: 09GX02  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the financial affairs of the Association for Information Systems (AIS)/International Conference on Information Systems (ICIS). Directs the day-to-day operations of the department in the absence of the Associate Director.

Examples of Duties
- Manages the accounting, budget, finance and investment opportunities for the Association.
- Monitors association expenditures and reimbursement and expenditures.
- Manages membership functions, databases, cards, records and procedures.
- Develops and manages the implementation and integration of registration and membership, policy and procedures along with software selection and installation for such procedures.
- Hires, trains, and supervises the office clerical, financial and support staff members.
- Assists the President and Executive Director in developing, recording and implementing policies and procedures.
- Assists in planning meetings and special events.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University policies and procedures.
- Knowledge of fund accounting and accounting principles.
- Knowledge of word processing, spreadsheets and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master’s degree and five years of related 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.