Georgia State University

Job Title: Manager, Accounting Services

BCAT Code: 09LX05  Effective Date: April 1, 2007
Pay Grade: G19   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs managerial duties, such as training, coordinating, and supervising the Accounting functions for various entities of the University.

Examples of Duties
- Provides analysis of financial data to University administrators and independent auditors.
- Coordinates the preparation of monthly, quarterly and annual financial reports.
- Trains and supervises all levels of Accountants.
- Reviews and approves transactions, including journal entries.
- Provides guidance to the University concerning accounting policies and procedures.
- Recommends appropriate accounting action or practice for new business activities.
- Manages the reconciliation of General Ledger accounts on a timely basis.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University and state rules and regulations.
- Knowledge of fund accounting and accounting principles.
- Knowledge of Generally accepted accounting principles (GAAP).
- Knowledge of word processing, spreadsheets and database programs.
- Ability to be detail oriented.
- 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
Bachelor's degree in Business or a related field and two years of supervisory/management 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.