Georgia State University

Job Specification

Job Title: Manager, Auxiliary & Support Services Accounting

BCAT Code: 09NX70  Effective Date: April 1, 2007
Pay Grade: G16  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages, supervises, and participates in advanced level duties in the maintenance of accounting records and reporting functions for the department. Manages, supervises and directs various personnel.

Examples of Duties
- Creates procedures for the maintenance of departmental receivables and collections.
- Prepares the monthly reconciliation of all temporary holding accounts and Metropolitan Atlanta Rapid Transit Authority (MARTA) inventory/liability accounts.
- Provides direct supervision, training and developmental assistance for Auxiliary Support Services accounting functions and associated personnel.
- Supervises the applied techniques, assists with cash deposits and cashier reconciliations generated by Customer Service Specialists.
- Manages and processes the monthly journal entries.
- Assists management and other staff in retrieving information from the Spectrum system.
- Assists in various fiscal year-end activities, such as the review or entry of revenue and expense accruals and the reversal of these entries in the Spectrum system in the new fiscal year.
- Assists in the hiring, firing, counseling and performance evaluations for Direct Reports personnel and other accounting staff.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of all federal, state and local compliance rules and regulations.
- Knowledge of accounting principles.
- Knowledge of word processing, spreadsheets and database programs.
- Ability to communicate effectively verbally and in writing.
- Ability to work independently.
- Ability to work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree in Accounting and two years of supervisory/managerial experience; or a combination of education and related experience. Supervisory accounting experience in a college or university setting preferred.

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.