General Description
Manages and oversees the University original budget, budget amendments, and financial planning activities.

Examples of Duties
- Coordinates, plans and directs the preparation of the annual operating budget and budget amendments.
- Advises and assists professional staff in interpreting regulations and guidelines relating to the budgetary process.
- Analyzes actual expenses and maintains systems related to budgetary control.
- Develops and enhances internal accounting and control systems related to the management and general operations of the Office of Budget and Planning.
- Prepares periodic management reports and analysis.
- Serves on various University committees, such as the Georgia Association of Chiefs of Police (GACP), the Capital Budget and Space Allocation Committee (CBSAC) and Centralized Scanning Facility (CSF).
- Determines the University student fee revenue, anticipated expenditures, the contingency fund, and the end-of-the-year sweep fund.
- Assists in the hiring, directs the training and reviews the performance of assigned staff.
- Assists in the coordination and resolution of Budget System and Human Resources Payroll System discrepancies.
- 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 University and Board of Regents policies and procedures.
- Knowledge of word processing, spreadsheets and database programs.
- Ability to work under pressure and handle stressful situations.
- Ability to work independently.
- 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 Accounting, Business Administration or related field and three years of supervisory experience in budgeting or accounting; or a combination of education and related experience. Three years of experience in governmental or fund budgeting or accounting preferred. Master’s degree in Business administration, Public Administration or a related field 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.