Job Title: Manager, Business Services

BCAT Code: 09LX34  Effective Date: April 1, 2007
Pay Grade: G17   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages the University VISA purchase card program, Panthecard.

Examples of Duties
- Supervises the assigned support staff.
- Administers training programs for the Purchasing, Central Receiving and Property Control staff.
- Trains end users; advices on the Spectrum purchasing module.
- Maintains personnel records for the departments within Business Services.
- Produces various statistical and performance reports for the department.
- Serves as the departmental point of contact for Spectrum users.
- Supervises the personnel responsible for the entry and maintenance of the Spectrum vendor database.
- Supervises the personnel responsible for the timely reconciliation of requisition and purchase orders in the Spectrum system.
- Assists in strategic planning and goal setting activities for the department.
- Ensures that personnel are meeting established performance standards.
- Assists in the preparation and monitoring of the departmental budget.
- Assists the Director in the preparation of the annual budget.
- Assists the Comptroller and other offices in the fiscal year close-out and other purchasing related Spectrum issues.
- Assists the Director and other Managers in the development and revision of internal policies and procedures.
- 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 and two years of supervisory/managerial 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.

Office of Human Resources  Classification Section