Job Title: Manager, Card Programs & Support Services

BCAT Code: 09LX24  Effective Date: July 1, 2009
Pay Grade: G19   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Under general direction, manages the VISA Purchase Card Program, Corporate Travel Card Program and State Fuel Card Program for Georgia State University (GSU).

Examples of Duties
- Develops and implements program goals, objectives, policies and procedures.
- Serves as a subject matter expert on card usage to the University community.
- Provides procedural guidance and technical assistance to Card Administrators and the University community.
- Delivers public presentations and administers day-to-day communication activities.
- Manages and coordinates the daily activities of the programs and provides leadership and insight to improve accounting processes.
- Markets the programs to potential customers and initiates strategic relationships with key vendors to ensure cost and quality benefits.
- Brings about improvements in program management and oversight by strengthening internal controls and monitoring transaction activity.
- Creates and implements effective internal controls over the selection and training of cardholders.
- Develops and implements policies and procedures for the issuance and usage of the various card technologies.
- Develops, analyzes and distributes all weekly, monthly, quarterly and annual reports.
- Serves as a liaison between the University community, such as all cardholders, the Department of Administrative Services, University Auditing and Advisory Services, the Board of Regents and the State Auditor.
- Serves as liaison for cardholders, approving offices, State Program Managers, various entities within the University and card providers.
- 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 work under pressure and handle stressful situations.
- Ability to supervise and direct the work of others.
- Ability to effectively communicate verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of supervisory/management experience in a related field; 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.