Job Title: Manager, Financial Reporting

BCAT Code: 09LX15  Effective Date: June 1, 2011
Pay Grade: G19    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Reports all financial data timely and accurately in coordination with the completion of periodic filings with various federal, state, and private entities.

Examples of Duties
- Ensures that accounting and financial reporting is in full compliance with current Generally Accepted Accounting Principles (GAAP) reporting standards and requirements.
- Coordinates the preparation of consolidated financial statements.
- Supports financial transactions and prepares the analysis of financial data.
- Interprets emerging issues that affect the different business units.
- Coordinates the preparation of special management reports and financial information requests.
- Prepares and submits monthly reimbursement requests for all state bond-funded capital projects.
- Analyzes and interprets accounting information to ensure that financial results are complete, accurate, and representative of GSU and in compliance with GAAP.
- Coordinates the maintenance of required financial data to meet applicable requirements and standards for internal management reporting.
- Supports the Comptroller and Assistant Comptroller.
- Coordinate special projects as needed.

Knowledge, Skills and Abilities
- Knowledge of business and financial management practices.
- Knowledge of Generally accepted accounting principles (GAAP) reporting standards.
- Knowledge of PeopleSoft and MS Office.
- Strong analytical skills.
- Excellent written and oral communication skills.
- Effective time management and customer service skills.
- Advanced level skills in Excel.
- Ability to pay attention to detail.

Minimum GSU Hiring Standards
Bachelor’s degree in Accounting, Business, Public Administration or a related field and four years of related experience; or a combination of education and related experience. Expertise in preparation of higher education financial reports 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.