**Georgia State University**  
**Job Specification**

**Job Title:** Manager, Recreational Business Services

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<thead>
<tr>
<th>BCAT Code: 09GX30</th>
<th>Effective Date: June 1, 2011</th>
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<tbody>
<tr>
<td>Pay Grade: G17</td>
<td>FLSA Status: Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**
Manages the financial affairs for the department of Recreational Services.

**Examples of Duties**
- Monitors departmental expenditures and reimbursements.
- Advises the Director in financial matters and prepares financial reports on a regular basis.
- Coordinates all purchase requisitions and approves or processes all petty cash expenditures.
- Inputs all departmental journal transfers and processes all Foundation account disbursements.
- Coordinates charge card revenues and special VIP memberships with External Affairs.
- Monitors compliance with University policies and procedures.
- Inputs the graduate assistant information into the PeopleSoft appointment entry panel.
- Coordinates timesheets and serves as final approver for over 120 bi-weekly student assistants.
- Coordinates the travel reconciliations for departmental staff and students.
- Assists with and coordinates special events.
- Reviews all purchase card transactions on a quarterly basis prior to their submission to Purchasing.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**
- Knowledge of computer and information systems, and accounting software, such as PeopleSoft Spectrum, MS Excel, MS Word, MS Access, etc.
- Knowledge of business and financial management practices.
- Excellent customer service, interpersonal and communication skills.
- Effective communication, time management, and organizational skills.
- Ability to pay attention to detail.

**Minimum GSU Hiring Standards**
Bachelor’s degree and four 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.*