Job Title: Manager, Revenue and Receivables

BCAT Code: 09LX11
Pay Grade: G19

Effective Date: April 1, 2007
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Oversees the financial activities and operations of Revenue and Receivables.

Examples of Duties
- Plans, establishes, and monitors priorities, trains staff, and manages the unit to ensure all goals and objectives of the department are met.
- Analyzes the accounts for correctness.
- Coordinates and develops accounting related process improvements.
- Designs, prepares, and maintains clear and concise financial reports.
- Recommends quarterly write-offs of uncollectible accounts.
- Oversees the accounting for Financial Aid programs, such as the Federal Supplemental Educational Opportunity Grant (SEOG) program, Federal Pell Grant Program, the Federal Perkins Loan Program, the state of Georgia Helping Outstanding Pupils Educationally (HOPE) Scholarship Program.
- Reconciles monthly accounts from Banner to PeopleSoft as well as to third-party service providers.
- Initiates immediate responses to technological changes and developments; makes appropriate recommendations.
- Monitors compliance with applicable laws, policies, and procedures.
- Serves as a member of the Board of the Regents (BOR) RACAR group.
- Hires, supervises and trains staff in all aspects of the department.
- Keeps the procedures of functions within the Revenue and Receivables office up-to-date.
- Represents the Director of Student Accounts in meetings within the campus community as requested.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of the financial system Peoplesoft.
- Knowledge of federal financial aid policies and procedures.
- Knowledge of accounting principles.
- Ability to communicate effectively verbally and in writing.
- Ability to direct the work of others.

Minimum GSU Hiring Standards
Bachelor's degree and two years of supervisory/management 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.