General Description
Manages the day-to-day operations in the Office of Disbursements in accordance with Georgia State University (GSU) policies and procedures.

Examples of Duties
- Assures that travel, consultant, purchase order, and non-encumbered payments are made timely and accurately in compliance with University policies and procedures.
- Provides customer service by planning and facilitating the daily routines of the assigned personnel.
- Prepares and submits the quarterly per diem, semi-annual prompt payments, and periodic prior year payables reports.
- Creates reports to evaluate office efficiency.
- Monitors the Account Payable processes.
- Prepares and processes journal entities.
- Develops queries to extract data from the account payable system for reporting purposes.
- Supervises and trains new office personnel.

Knowledge, Skills and Abilities
- 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 communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Business Administration or a related field and two years of related supervisory/managerial experience; or a combination of training 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.