Job Title: Manager, Student Center Business Services

BCAT Code: 09GX31
Pay Grade: G17
Effective Date: July 1, 2009
FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Serves as a key member of the Student Center Administrative leadership team and as financial management advisor to the professional staff.

Examples of Duties
- Manages the business procedures for the Student University Center.
- Develops a business procedure manual for each unique unit that outlines the specific expectations for cash handling, timely deposits, purchases, personal reimbursement and travel expenses.
- Coordinates the departmental payroll process.
- Processes the personnel transactions for part-time and full-time staff.
- Serves as the administrator for the departmental time and attendance hardware and software.
- Reconciles Student University Center financial accounting with University statements on a monthly basis.
- Maintains accounting records in a variety of fund codes.
- Provides detailed accounting reporting and analysis for annual budgets.
- Directly supervises full-time staff and student assistants, such as training and recognition, evaluating performance, disciplinary action and salary recommendations.
- Ensures that information is recorded in internal departmental account workbooks and event management systems.
- Manages the invoices, aging accounts and payment systems for revenue accounts.
- Ensures that all financial procedures are in compliance with University policy and standard accounting practices.
- Manages cash handling procedures and daily deposits for the Center.
- Manages the procurement card program.
- Advises the Director on special projects related to long-term financial goals.
- Performs other 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 two 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.

Office of Human Resources
Classification Section