Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Office Manager</th>
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<tbody>
<tr>
<td>Employee:</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Budget, Treasury &amp; FP</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Associate Vice President</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Administrative Assistant provides managerial and administrative support for the office of the Controller and the office of Budgeting and Financial Planning with the responsibility for a full range of activities related to the coordination and implementation of the University’s finance and business services operations. This position reports to the Associate Vice President for Finance and Business Services and Controller. The position requires obtaining a thorough knowledge of university policies, procedures and regulations. The Administrative Assistant, in addition to the execution of general office administration, must; a) utilize independent judgement and discretion relating to general accounting and budgetary administration, b) work in a highly confidential environment under minimal supervision, c) have the capacity to work under pressure and, d) be organized with the ability adjust to a variety of tasks, projects and situations.

Examples of Duties and Responsibilities:

- Assist with various requests, tracking, compilation, documentation and report generation for annual audit.
- Serve as Petty Cash Custodian.
- Manage the placement and performance of work study students.
- Maintain roster of requestors of the annual audited financial statements for distribution.
- Plan meetings and prepares meeting presentation materials.
- Post general ledger and budget revision transactions to BANNER.
- Produce budget activity reports as requested by Finance managers.
- Maintain calendar, confidential records and office files. Manage critical areas related to the functioning sub-departments within Finance & Business Services Division Track and report and respond to inquiries and complaints.
- Assist in the management of the daily operations of the Controller’s Office, Budget Office, General Accounting, Office of Grants and Contract Accounting, Student Accounts Office, Accounts Payable Office and Purchasing Department.
- Support positive interactions with consultants and vendors engaged in contractual agreements.
- Ensure current and timely transfer of information, as applicable.
- Prepare, update, review and edit policies and procedures and reports prior to distribution to various audiences and/or publication on the CAU website.
- Assist in the managing of the university’s general liability, property, auto, Fine Arts, educator’s legal liability, workers compensation, student accident and health insurance coverage’s by completing the annual renewal application process including: developing and maintaining insurance budgets, related asset schedules, applications and interfacing with the university’s insurance brokers regarding renewal matters; claim reconciliations, coding, and ensuring timely payment of all premiums.
Knowledge, Skills and Abilities

- Bachelors Degree in related field or a minimum of five years of relevant work experience in an executive-level, administrative support arena (within higher education a plus)
- Excellent written and verbal skills
- Successful track record of implementing change and ability to manage projects
- Two years practical knowledge and experience in BANNER, preferred but not required.
- Knowledge of Microsoft products including Word, Excel, Access, and PowerPoint
- Strong general background of the budgeting process, financial planning, and institutional policies and procedures
- Ability to understand complex instructions and follow through with minimal supervision
- Ability to manage multiple projects simultaneously
- Effective interpersonal skills
- High ethical standards

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelors Degree or equivalent work-related experience</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
<td>5-year minimum</td>
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<tr>
<td>Years of Management/Supervisory Experience</td>
<td>N/A</td>
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Employee

Manager/Supervisor

Human Resources