



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Sr. Coordinator Business Services Special Projects
Department:	Business Services
Reports To:	AVP, Business Services

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Performs special program administration and reporting work supporting the AVP. Executes various business services transactions and financial analysis in support of business services departments. Supports and coordinates financial activities for assigned departments. Project management activities supporting business services departments.

Examples of Duties and Responsibilities:

- Assists with required business transactions and analysis
- Supports and coordinates the financial activities for the assigned business services departments
- Serves as a liaison between assigned area and other units within the department and university
- Assists with contracts, purchasing, eProcurement requisitions, and invoicing for Business Services departments
- Coordinates, reviews, and ensures all financial transactions are processed accurately and timely, maintaining compliance with established policies and guidelines
- Ensures transactional compliance with University policy and procedures
- Produces financial reports for the assigned area per established guidelines
- Supports AVP with administration, calendar coordination and customer service functions in relation to the Business Services division with students, parents, faculty, staff and administration
- Manages book bundle reconciliations, A/R management; data management of program, troubleshoot inquiries for the program in conjunction with the registrar's office, admissions, student accounts and bookstore. Interacts with students and faculty as needed in support of the book bundle program
- Coordinate and execute departmental purchase orders
- Maintain department records and files
- Maintain service contracts on office equipment and place service calls when needed
- Draft reports and correspondence; processes various forms
- Represents business services and coordinates campus orientations for student, faculty and staff, tour programs
- Manages event support that requires business services units, attends the weekly CAU Event meetings
- Supervises student assistants as assigned.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

Possess a working knowledge of accounting functions, invoicing and procurement procedures desired. Demonstrate leadership capabilities between various groups, vendors, organizations, etc. Have some working knowledge of various technologies in regards to finance and budgeting. Intermediate to advanced excel skills. Familiarity with a higher education - university environment. Ability to multi-task, meet deadlines, thrive in a dynamic environment. Project management skills. Working knowledge of Banner very helpful

Minimum Hiring Standards:

Education	Bachelor Degree in finance, business administration, data management, or related field
Years of Experience	2-4 or more years of progressive responsibilities in a related field complimented with good communication skills
Years of Supervisor Experience	At least 2 or more years

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