



Clark Atlanta University Job Description

Position Title:	Office and Budget Manager
Employee:	
Department:	WCLK
Reports To:	General Manager

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):

Under direct supervision of the General Manager, the Office and Budget Manager is responsible for day-to-day support to managers and staff and the management of a highly functioning business office. They manage the administration of the station's extensive budgets through the university and maintain tracking of restricted, unrestricted, and special fundraising accounts. Facilitates budget preparation, tracking and the purchasing and procurement of goods and services for the radio station in a timely manner. Services the accounts payable and receivable process for the station and provides customer service to all vendors. Serves as liaison between the station and Clark Atlanta University departments. Handles routine office activities to include incoming phone calls, visitors, and invited guests. Prepares and distributes incoming/outgoing mail, provides typing, filing, and tracking of correspondence. Responsible for travel and meeting arrangements. Schedules and assists board meetings, prepares PowerPoints, excel spreadsheets and office presentation materials as needed. Handles student work study and intern processes of recruitment, orientation, and placement. Responsibilities also include special events coordination, ticket logistics and other support as required.

Examples of Duties and Responsibilities:

1. Maintains and tracks all station fund accounts to include restricted, unrestricted and special fundraising accounts, prepares budget reports, interfaces with budget office on a routine basis. Sets up 405 and budget tracking processes.
2. Handles accounts payables and receivables for station. Tracks and monitors all incoming and outgoing invoices, payments, and budgetary paperwork including vendor payments, travel, and office reimbursements.
3. Maintains office supplies, equipment, and schedules routine repairs. Keeps abreast of latest office technologies. Maintains an inventory of supplies and equipment; requisitions supply, equipment and materials as needed and/ or requested.

4. Schedules all internal and external meeting requirements for staff, board, division and retreats. Prepares PowerPoints, excel spreadsheets, and office presentation materials as needed,
5. Handles front office receptionist activities, handling office visitors, answering and routing calls and performing related activities. Supervises work study students and prepares staff and student bi-weekly time sheets processing.
6. Helps station to facilitate and implement all major activities, special fundraising events and concerts to include selecting venues, artists, contacts to management companies and site visits. Helps with tickets and member premium distribution.
7. Handles meeting facilitation and travel arrangements for General Manager and staff.
8. Other duties as assigned.

Knowledge, Skills and Abilities

1. Ability to understand oral and written instructions.
2. Ability to work with minimum supervision.
3. Must be able to work across several on campus departments and possess knowledge of interdepartmental purchasing and procurement processes.
4. Ability to manage multiple grant and fiscal budgets annually and assist with budget presentation
5. Ability to work well with others.
6. Possesses excellent experience in word processing and expertise in database management.
7. Possesses effective communication skills.
8. Demonstrates ability to work autonomously in an office setting.
9. Must be highly conscientious about the confidential nature of the
10. Has knowledge of general office procedure and conduct.
11. Can operate various types of office equipment.

Minimum Hiring Standards

Education	Must possess an A.A. degree in Secretarial Science or its equivalent, high school diploma (or GED) and at least ten (10) years related experience.
Years of Experience Required	
Years of Management/Supervisor Experience	

Employee

Date

Manager/Supervisor

Date

Human Resources

Date