Coordinator, Student Publications

Job Code 00007186

**General Description**
Responsible for managing the business functions and operating accounts for student publications.

**Example of Duties**
- Gather and record financial data.
- Analyze account information.
- Administer payroll and data input for staff.
- Perform data entry.
- Collect, count, and record deposit income.
- Maintain efficient billing process.
- Prepare various correspondences.
- Administer purchasing functions.
- Operate accounting programs.
- Prepare budget and need analysis.
- Maintain control of expenditures.
- Monitor monthly account activity.
- Advise directors on business, budget, and various other matters.
- Oversee the duties of administrative assistant and student workers.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Knowledge of:** computerized accounting programs; of accounting principles; of budget management; of UPPS.

**Skill in:** interacting courteously with often hostile members of the public; in telephone etiquette.

**Ability to:** read and understand policies and procedures, ledgers, reports, memos; to prepare clear, concise and grammatically correct correspondence; to communicate effectively; to identify barriers to effective team work; to prioritize workload; to prepare and conduct training; to work under stressful situations; to delegate work to others.

**Education and Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements