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

Reviewed on 5/17