Technical College System of Georgia

Job Title: Administrative Coordinator Job Code: 61911

JOB SUMMARY

The Administrative Coordinator is responsible for coordinating a variety of complex operational functions, such as procurement, audits, inventory control, budget development/monitoring, accounting, personnel management, payroll, motor pool, etc.

MAJOR DUTIES

- Provides supervision of procurement activities;
- Identifies areas in need of changed/enhanced procedures and recommends solutions;
- Reviews, monitors, and evaluates assigned administrative/operational areas;
- Reconciles monthly expenditures on all equipment purchases over $1,000 with the asset management system;
- Manages the recording of financial activity in accounting systems and sub-systems and the reconciliation of accounting data and transactions. Prepares or directs the preparation of accounting and financial reports;
- Monitors payroll activities to ensure conformity to budget category allowances;
- Develops annual operating budget and submits for review and approval; and
- Other duties as assigned.

COMPETENCIES

- Skill in the use of computers and job related software
- Skills in oral and written communication
- Ability to pay attention to details
- Ability to correctly identify customer or client issues
- Ability to create a satisfactory resolution to issues
- Ability to operate workroom machinery such as fax machines, copiers, scanners, shredders, etc.
- Ability to prioritize and schedule tasks to meet deadlines and objectives
- Knowledge of generally accepted accounting and auditing
- Knowledge of state policies and procedures, including those pertaining to accounting, auditing and purchasing functions
- Knowledge of modern office practices and procedures

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field ***and*** Three (3) years of experience in accounting

PREFERRED QUALIFICATIONS

- Preferred qualifications may vary from location to location