



Job Specification

Job Title: Research Financial Officer, Senior
BCAT Code: 430X BC
Pay Grade: G18

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides advanced level support and assistance to university faculty and staff on the fiscal management of sponsored awards. Ensures that the fiduciary responsibility established between the University and external sponsors are properly fulfilled by maintaining compliance with all applicable federal, state, and local regulations. This is the highest officer level within the Research Financial Officer series. Duties are performed under minimal supervision.

Examples of Duties

- Supervises and serves as team-leader to Research Financial Officers and Specialists.
- Advises College Administrators, Project Investigators and Research Financial Services staff on complex technical issues, regulations, and procedures.
- Prepares quarterly Federal Cash Transaction Reports (FCTR) and other financial reports.
- Monitors assigned projects for financial compliance with applicable laws, policies, and procedures and recommends appropriate solutions to maintain in compliance.
- Oversees reporting and closeout duties assigned.
- Conducts campus-wide and internal awards management education training.
- Performs the monthly indirect cost allocation and distribution process.
- Manages quarterly audit of purchase card transactions on sponsored accounts.
- Monitors expenditures transaction on assigned projects.
- Tracks performance measures for assigned staff.
- Assists in the annual closeout of the research financial accounting ledger.
- Assists in the coordination and resolution of the annual A-133 audit and periodic site audits conducted by sponsoring agencies.
- Assists in the development of office policies and procedures.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Expert knowledge in accounting, federal regulations, State of Georgia and Board of Regents regulations, and applicable OMB Circulars.
- Demonstrated proficiency with Microsoft Word and Excel.
- Ability to communicate effectively verbally and in writing.
- Working knowledge with PeopleSoft query and reporting tools.
- Must have the ability to build working relationships.
- Ability to multi-task in a deadline driven environment.
- Ability to work effectively as a team leader and supervisor.

Minimum GSU Hiring Standards

Bachelor's degree in business, accounting or finance and five (5) years including two years of university or non-profit/government fiduciary experience in supervisory capacity; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.