



Job Specification

Job Title: Research Financial Officer
BCAT Code: 430X BE
Pay Grade: G16

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

General Description

Provides support and assistance to faculty and research staff in the management and fiscal oversight of sponsored awards. Assists in the management and overview of research and financial services by ensuring 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 an entry-level officer position within the Research Financial Officer series. Duties are performed under general to minimal supervision.

Examples of Duties

- Supervises and serves as team-leader for Research Financial Specialist.
- Monitors compliance with applicable laws, policies, and procedures.
- Reconciles accounts to the General Ledger and the awarded budget or contracted rates.
- Monitors indirect cost recovery based upon individual award terms.
- Prepares monthly, quarterly, and annual bills and invoices.
- Performs quarterly audit of purchase card transactions on sponsored accounts.
- Establishes sponsored awards in the financial system in agreement award specifications.
- Ensures proper documentation of required cost sharing.
- Monitors accounts receivable and collection functions for assigned sponsored accounts.
- Conducts campus-wide and internal awards management education training.
- Prepares and submits annual and final financial reports as specified in award document or contract.
- Completes project closeout activities.
- Assists in the coordination and resolution of the annual A-133 audit and periodic site audits and reviews 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.
- Proficiency with word processing, spreadsheets, and database software.
- Ability to communicate effectively verbally and in writing.
- Must have the ability to build working relationships.
- Ability to multi-task in a deadline driven environment.
- Ability to work effectively in a team environment.

Minimum GSU Hiring Standards

Bachelor's degree in business, accounting or finance and four (4) years of university or non-profit/government fiduciary experience; or a combination of education and experience. One-year supervisory experience required.

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.