



Job Specification

Job Title: Research Financial Specialist, Senior
BCAT Code: 430X BG
Pay Grade: G14

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

General Description

Under direct supervision, provides systems analysis, effort-reporting administration, awards fiscal management and receivable analysis for Research Financial Services. Provides support and assistant to university faculty in the fiscal management of sponsored awards. May serve as lead on a team or project.

Examples of Duties

- Coordinates effort reporting and certification process compliant with OMB-Circular A-21.
- Facilitates effort-reporting training for faculty and staff engaged in sponsored projects activities.
- Provides support and assistance to university faculty and staff on effort reporting and grants fiscal management.
- Contacts sponsors regarding uncollectible amounts.
- Prepares invoices and financial reports for assigned projects.
- Analyzes and maintains various reports, queries, databases, and programs for the unit.
- Coordinates with other Research Financial staff regarding resubmission or correction of open invoices.
- Assigns and set-ups awards in PeopleSoft systems.
- Maintains highly sensitive resources in the financial system (i.e. Project Budget Tree and Scheduled or Restricted Funds).
- Maintains awards based upon agreement/amendments from sponsors and IPAS forms from departmental research staff/faculty.
- Acts as liaison to GSU finance and administration and computer programming staff regarding the implementation, troubleshooting, and maintenance of new systems/tools.
- Monitors assigned projects for financial compliance with applicable laws, policies, and procedures.
- Assists in the coordination and resolution of accounts receivables.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of governmental and non-profit accounting.
- General knowledge of federal rules, regulations, and applicable OMB Circulars.
- Proficiency with word processing, spreadsheet, and database software.
- Ability to communicate effectively verbally and in writing.
- Knowledge of PeopleSoft query and reporting tools.
- Must have the ability to build working relationships.

Minimum GSU Hiring Standards

Bachelor's degree in business, accounting or finance and two (2) years related experience; or a combination of education and experience. Experience in grants and contracts preferred.

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.