



Job Specification

Job Title: Research Financial Specialist
BCAT Code: 505X AJ
Pay Grade: G12

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

General Description

Under direct supervision, provides administrative, operational, and accounting support for the Office of Research Financial Services. This is an entry-level position within the Research Financial Specialist series. This level may also be used as a training level.

Examples of Duties

- Monitors Research Financial Services departmental supply budget.
- Performs monthly expenditure review for department budget.
- Processing vouchers in the Financial System for purchases against the departmental budget.
- Supervises Student Assistant
- Provides Frontline Customer Service to the Office Research Financial.
- Monitors compliance with university policies and procedures for dept. budget
- Coordinates personnel functions for the department.
- Identify and deposit revenue for sponsored projects
- Prepares departmental meeting minutes
- Maintains departmental databases for checklist and performance measures data.
- Coordinates sub-recipient monitoring activities.
- Prepares monthly statistical reports for Vice President of Research.
- Maintains archived file records.
- Assists in the coordination and resolution of accounts receivables.
- Assigns and set-ups initial awards in PeopleSoft systems.
- Assists associate director/director with special projects
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Proficiency with word processing, spreadsheet, and database software.
- Ability to communicate effectively verbally and in writing.
- Knowledge of Financial Accounting Systems and reporting tools.
- Effective organization and time management skills.
- Ability to prioritize work assignments and multi-task.
- Must have the ability to build working relationships and have good interpersonal and customer service skills.

Minimum GSU Hiring Standards

Bachelor's degree and one (1) year administrative experience; 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.