General Description
Provides support and assistance to faculty and research staff in the management and fiscal oversight of sponsored awards. 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 the Research Financial Specialists.
- Advises on complex technical issues related to the financial management of sponsored projects.
- Reconciles accounts to the General Ledger (GL), the awarded budget or contracted rates.
- Monitors the indirect cost recovery based on individual award terms.
- Prepares monthly, quarterly, and annual bills and invoices.
- Performs the quarterly audit of purchase card transactions on sponsored accounts.
- Enters sponsored awards according to the award specifications in the financial system.
- Ensures the proper documentation of required cost sharing.
- Monitors Accounts Receivable (AR) and collection functions for the assigned sponsored accounts.
- Conducts campus wide and internal awards management training.
- Prepares and submits annual and final financial reports as specified in the award document or contract; completes the project closeout activities.
- Assists in the coordination and resolution of the annual A-133 audit, periodic site audits and reviews conducted by sponsoring agencies.
- Assists in developing policies and procedures regarding post-award administration.

Knowledge, Skills and Abilities
- Knowledge of federal, state, Board of Regents (BOR) regulations, and applicable Office of Management and Budget (OMB) circulars.
- Knowledge of accounting.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to build working relationships and work effectively in a team environment.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Business, Accounting or Finance and four years of university or non-profit or government fiduciary experience; or a combination of education and related 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.