Job Title: Research Financial Officer, Senior

BCAT Code: 09LU04    Effective Date: April 1, 2007
Pay Grade: G18    FLSA Status: Exempt    Revision Date: July 1, 2013

General Description
Provides advanced level support and assistance to University faculty and staff on the fiscal management of sponsored awards. This is the highest officer level within the Research Financial Officer series. Duties are performed under minimal supervision.

Examples of Duties
- Ensures that fiduciary responsibilities between the University and external sponsors are fulfilled by maintaining compliance with applicable federal, state, and local regulations.
- Supervises and serves as team leader for Research Financial Officers and Specialists.
- Advises college administrators, Project Investigators (PIs) 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; recommends appropriate solutions to maintain compliance.
- Oversees the assigned reporting and closeout duties.
- Conducts campuswide and internal award management training.
- Performs the monthly indirect cost allocation and distribution.
- Manages the quarterly audit of purchase card transactions on sponsored accounts.
- Monitors expenditure transactions on assigned projects.
- Tracks performance measures for the 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
- Knowledge of federal, state, Board of Regents (BOR) regulations, and Office of Management and Budget (OMB) circulars.
- Knowledge of accounting.
- Knowledge of PeopleSoft, word processing, spreadsheets and database software.
- Ability to build working relationships, and work effectively as a team leader and supervisor.
- 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 five years of university or non-profit or government fiduciary experience; or a combination of education and related experience. Two years of 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.