Job Title: Research Financial Specialist

BCAT Code: 09TX05  Effective Date: April 1, 2007
Pay Grade: G12  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

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 the supply budget for the Office of Research Financial Services.
- Monitors compliance with University policies and procedures concerning the department budget.
- Performs monthly expenditure reviews for the department budget.
- Processes vouchers in the financial system for purchases against the department budget.
- Supervises the student assistants.
- Provides frontline customer service for the Office of Research Financial Services.
- Coordinates personnel functions for the department.
- Identifies and deposits revenue for sponsored projects.
- Prepares the departmental meeting minutes.
- Maintains departmental databases.
- Coordinates sub-recipient monitoring activities.
- Prepares monthly statistical reports for the Vice President of Research.
- Maintains archived file records.
- Assists in the coordination and resolution of Accounts Receivables (AR).
- Assigns and sets up initial awards in PeopleSoft systems.
- Assists the Associate Director and Director with special projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of financial accounting systems and reporting tools.
- Knowledge of word processing, spreadsheets, and database software.
- Good interpersonal and customer service skills.
- Effective organization and time management skills.
- Ability to build working relationships.
- Ability to prioritize work assignments and multi-task.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of administrative experience; or a combination of education and related 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.