General Description
Under direct supervision, provides systems analysis, effort reporting administration, awards fiscal management and receivable analysis for the Office of Research Financial Services. Provides support and assistance 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 the certification process compliant with the Office of Management and Budget (OMB) Circular A-21.
- Facilitates effort reporting training for faculty and staff engaged in sponsored projects.
- Provides support and assistance to University faculty and staff on effort reporting and grant 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 the resubmission or correction of open invoices.
- Assigns and sets up awards in PeopleSoft systems.
- Maintains highly sensitive resources in the financial system, such as Project Budget Tree and scheduled or restricted funds.
- Maintains awards based on the agreement or amendments from sponsors and Institutional Prior Approval System (IPAS) forms from the departmental research staff or faculty.
- Acts as liaison to Georgia State University Finance and Administration and computer programming staff for the implementation, troubleshooting, and maintenance of new systems or tools.
- Monitors assigned projects for financial compliance with applicable laws, policies, and procedures.
- Assists in the coordination and resolution of Accounts Receivables (AR).
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of PeopleSoft query and reporting tools.
- Knowledge of governmental and non-profit accounting.
- Knowledge of federal rules, regulations, and applicable OMB Circulars.
- Knowledge of word processing, spreadsheets, and database software.
- Ability to build working relationships.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor's degree in Business, Accounting or Finance and two years of related experience; or a combination of education and related 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.