Job Title: URSA Financial Compliance Officer

BCAT Code: 09PX28  Effective Date: June 1, 2011
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Provides management level oversight to high risk areas related to sponsored projects.

Examples of Duties
- Serves as the principal point of contact and source of central support for the annual A133 federal audit.
- Monitors higher risk activities through sampling.
- Samples specific types of expenditures on a periodic basis.
- Develops and presents training sessions.
- Samples and reviews sponsored programs for the purpose of identifying unallowable costs.
- Tracks any program income generated by the project.
- Identifies risks related to export controls and ensures that pre-authorized spending is appropriate.
- Provides detailed reviews of America Revenue Recovery Act (ARRA) revenues, expenses, and reported job data.
- Maintains compliance files and databases.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University accounting and auditing policies and practices.
- Knowledge of basic computer operations and software, such as spreadsheets, databases, word processing, presentations.
- Knowledge of grants and contracts.
- Effective time management and organizational skills.
- Effective oral and verbal communication skills with external and internal customers.
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.

Minimum GSU Hiring Standards
Bachelor’s degree in Accounting, Business or a related field and four years of related 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.