Job Title: Cost Analyst

BCAT Code: 09LX16  Effective Date: July 1, 2009
Pay Grade: G16   FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Performs professional level accounting work, and is responsible for the Service Center accounting and the development of the Service Center cost rates.

Examples of Duties
- Reviews Recharge Service Center accounts for compliance with the U.S. Office of Management and Budget Circular A-21 and Cost Accounting Standards.
- Assists departments in identifying Service Center activities.
- Assists departments in developing Service Center rates, using accounting data and Facilities & Administration data.
- Prepares queries and reports on Service Center accounts for the administration and as requested by the department administrators.
- Resolves Service Center accounting problems.
- Answers Service Center questions for departments.
- Conducts Service Center training for University departments and staff.
- Develops and prepares Facilities & Administration reports and schedules.
- Prepares queries and reports to review Facilities & Administration costs.
- Works with consultants on Facilities & Administration cost studies.
- Answers questions of Federal and State government, Board of Regents, other sponsors and internal auditors.
- Implements the recommendations of the federal and state government, the Board of Regents, other sponsors and internal auditors.

Knowledge, Skills and Abilities
- Knowledge of a university or academic environment.
- Knowledge of pertinent federal sponsor regulations, including the Office of Management and Budget (OMB) Circulars A-21, A-110 and A-133.
- Knowledge of generally accepted accounting principles.
- Strong writing skills.
- Strong analytical accounting skills.
- Excellent computer application skills, including spread sheet, word processing and query report writing.
- Effective verbal communication, time management and organizational skills.

Minimum GSU Hiring Standards
Bachelor’s degree in Accounting or a relevant business field plus five years of related experience; or a combination of education and related experience. Strong analytical accounting skills and strong writing skills 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.