Job Title: GSURF Accounting Manager

BCAT Code: 09LX48  Effective Date: December 1, 2012
Pay Grade: G19   FLSA Status: Exempt  Revision Date: November 1, 2014

General Description
Prepares monthly, quarterly, and annual financial reports for the Georgia State University Research Foundation (GSURF). Manages a complete set of accounts and reporting of University-wide accounting systems. Exercises judgment in planning, installing, revising, and maintaining accounting procedures, and preparing statements and reports.

Examples of Duties
- Reconciles funds, such as the Statement of Restricted Funds to the trial balance by ending balances, account and project type.
- Reconciles federal, state, local, and private revenue between specific fund codes; reconciles indirect costs and the allocation to department projects; prepares monthly balance sheet reconciliations for all GSURF fund codes; records journal entries to GSURF and resolves any discrepancies; enters vouchers and reviews GSURF disbursements.
- Updates indirect cost budgets for GSURF residual projects and establishes new projects in the Spectrum Plus system.
- Reviews monthly bank reconciliation; prepares the quarterly board package, and the annual Executive Summary.
- Prepares and reconciles the GSURF Schedule of Federal Expenditures.
- Works closely with Research Financial Services to resolve reconciliation.
- Prepares monthly, quarterly, and annual financial reports for independent GSURF contractors; prepares year-end audit schedules for the independent GSURF auditors.
- Manages the monthly Student Organization Resource Fee (SORF) reconciliation to the General Ledger (GL) and the analysis of any required adjusting entries.
- Reviews all transaction details for proper charges to the GL within the budget allowance.
- Collaborates with Research Financial Services; participates in managing Accounts Receivables.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of University financial policies and procedures.
- Knowledge of accounting principles.
- Knowledge of computer operations and software, such as databases, spreadsheets, etc.
- Effective time management, customer service, and organizational skills.
- Ability to develop and maintain effective working relationships and communicate effectively.
- Ability to use independent judgment in complex situations.
- Ability to apply accounting practice and theory.

Minimum GSU Hiring Standards
Bachelor’s degree and five years of financial analysis 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.