

Finance Job Function

Financial Analyst II

Grade: 56

Job Code: F0956P

Job Family: Financial Planning and Analysis

Job Family Matrix: [Financial Planning and Analysis \(Finance\) Matrix](#)

Summary

Independently perform financial analysis to support department's role in assisting management with financial planning efforts, budget analysis and monthly reporting.

Core Duties

- Perform a variety of financial analyses that identify trends and recommendations to help inform decision making
- Assist with the annual budget process; assist with multi-year forecasts
- Produce financial reports, including, annual, monthly, quarterly, and ad hoc
- Act as a resource for departments on transactional inquires and financial/budgetary questions that require problem-solving and analytic capability
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 3 years' relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate Excel skills
- Working knowledge of budget management, financial analysis, financial modeling and basic accounting principles
- Demonstrated experience with financial systems and data query tools

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting