

## **Finance Job Function**

### **Financial Analyst III**

**Grade:** 57

**Job Code:** F0957P

**Job Family:** Financial Planning and Analysis

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

#### **Summary**

Independently perform diverse financial analysis for a school/unit and assist department management with their financial planning efforts, budget analysis and monthly reporting.

#### **Core Duties**

- Conduct complex financial analysis and update financial models and projections
- Analyze and project budgets and financial activity for multiple programs
- Provide technical advice and problem resolution for a school/unit financial community
- Enhance, produce and distribute unit-specific planning materials; develop and produce materials to facilitate annual budget planning and financial monitoring of budget-to-actuals at the local level
- May consolidate local budgets to facilitate the upload process
- Review financial data and explore options for report development within University financial applications
- 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 5 years' relevant work experience

#### **Additional Qualifications and Skills**

- Knowledge of Microsoft Office Suite, advanced Excel and PowerPoint skills
- Advanced knowledge of budget management, financial analysis and financial modeling; working knowledge of 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