

Finance Job Function

Financial Analyst IV

Grade: 58

Job Code: F0958P

Job Family: Financial Planning and Analysis

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

Summary

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

Core Duties

- Provide analytical and quantitative analysis to support decisions related to the preparation of the annual budget, mid-year forecasts and multi-year financial plans
- Develop reporting for use in financial planning
- May function as subject matter expert and/or project lead
- Advise unit/school on financial questions (e.g., endowment planning, sponsored awards, and capital planning considerations) in support of financial processes
- Design and deliver presentations that educate School leadership on key financial issues
- Work closely with other groups within the school/unit finance area to better understand University-wide financial management issues that inform planning, reporting and analysis
- Provide staff mentoring and training
- 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 7 years' relevant work experience

Additional Qualifications and Skills

- MBA or Master's degree in relevant field preferred
- 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