

## **Finance Job Function**

### **Financial Analysis Mgt II**

**Grade:** 56

**Job Code:** F0956M

**Job Family:** Financial Planning and Analysis

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

#### **Summary**

Manage day to day financial analysis activities to support financial planning efforts.

#### **Core Duties**

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Analyze financial models and reports; conduct trend analyses and variance analyses
- Conduct quarterly and annual budget planning and multi-year forecasting to support overall departmental financial planning
- Serve as the principal source of information on financial policies and procedures and provide guidance to faculty and staff
- Assist in developing departmental financial policies and procedures
- Collaborate with the department leadership and managers on financial operations
- 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
- Supervisory experience

#### **Certificates and Licenses**

#### **Physical Requirements**

#### **Working Conditions**

- Work is performed in an office setting