

Finance Job Function

Financial Analysis Mgt III

Grade: 57

Job Code: F0957M

Job Family: Financial Planning and Analysis

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

Summary

Manage a variety of financial analysis activities to support financial planning efforts, budget analyses and reporting.

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 complex financial models and reports; conduct trend analyses and variance analyses
- Manage quarterly and annual budget planning and multi-year forecasting to assist with overall departmental financial planning
- Provide technical expertise, problem resolution and training
- Evaluate departmental financial policies and procedures, recommend improvements
- 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 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
- Supervisory experience

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting