

Finance Job Function

Financial Analysis Mgt IV

Grade: 58

Job Code: F0958M

Job Family: Financial Planning and Analysis

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

Summary

Oversee the development and administration of a school/unit's financial planning activities and processes. Provide specialized analysis, reporting and guidance to clients and staff.

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
- Provide guidance and oversight of the financial planning activities and processes for a school/unit(s)
- Lead quarterly and annual budget planning and multi-year forecasting
- Develop specialized reporting and analyses for use in financial planning
- Act as an advisor to department managers and staff
- Analyze metrics and identify opportunities to streamline processes; develop and implement plans for improved procedures
- Collaborate on the development of new procedures within school/unit that support University wide policies and initiatives
- 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
- Supervisory 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