

## **Finance Job Function**

### **Financial Analysis Mgt V**

**Grade: 59**

**Job Code: F0959M**

**Job Family:** Financial Planning and Analysis

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

#### **Summary**

Oversee financial analysis and processes in preparation of annual budget activities. Develop and improve processes and tools to ensure accurate and timely monthly reporting and fiscal planning. Inform finance leadership with in depth analyses to establish operating budget targets and metrics.

#### **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
- Collaborate with University-wide finance leadership to improve processes and tools to maximize value and efficiency of financial planning and analysis efforts
- Serve as a key resource for financial policies and procedures, ensure training to clients and staff
- Develop and implement processes and systems for school/unit financial planning
- Develop trend analysis of operating revenue and expenses in the context of budgets, forecasts and projections
- Oversee the preparation and development of various financial reporting packages
- 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 8 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, 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