

## Finance Job Function

### Financial Analyst VI

Grade: 60

Job Code: F0960P

Job Family: Financial Planning and Analysis

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

#### Summary

Direct financial analysis and processes in preparation of annual budgets, mid-year forecasts, multi-year financial plans, multi-year capital plans and monthly and quarterly management reporting and analysis. Present analytics and recommendations to management to facilitate strategic financial decision making.

#### Core Duties

- Direct financial analysis processes, analyze business critical systems, and proactively resolve strategic issues that may span multiple areas
- Function as a subject matter expert and/or project lead on financial operations
- Develop and implement of strategies for: budgeting; forecasting, modeling & projecting; identifying & explaining variances; financial reporting; internal controls; expense reductions; cost containment; and revenue enhancements
- Develop and maintain forecasting model for capital and/or operating budgets, develop long-range financial forecast, and develop capital and operating performance targets
- Partner with finance leadership on multi-year financial plans and capital budgeting process
- Identify opportunities and champion major initiatives for continuous improvement in support of internal controls and financial reporting processes
- May act as a liaison to the University budget office
- Collaborate with University-wide finance leadership to develop financial processes, policies and procedures
- Provide staff mentoring and training
- Ensure financial compliance with University policies and procedures and applicable legal rules and regulations

#### Basic Qualifications

- MBA, Master's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel 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