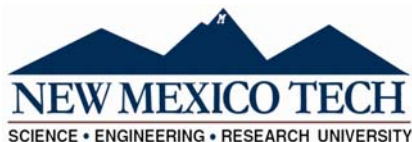


**Posted:** October 17, 2019



## POSITION ANNOUNCEMENT

**TITLE:** SENIOR FINANCIAL ANALYST

**DEPT:** BUDGET & ANALYSIS

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE** \$46,280-\$57,824

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**INTERNAL POSTING THROUGH:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB DUTIES:

Under general direction, provides financial support to the Budget & Analysis office and also works closely with the Vice President for Administration and Finance and departments therein. This position will assist the finance area with the gathering of data and with the developing of reports. Performs a wide variety of analytical and financial duties to include budget related matters and financial reporting. Researches, compiles and prepares financial and accounting data for studies and reports, prepares graphs, charts and other statistical information from databases for the purpose of analyzing information clearly and efficiently. Serves as liaison between VPAF areas and ITC in the development of financial reports. Prepares routine monthly financial and budgetary reports in a clear and concise manner. As requested, prepares presentations to showcase the information they have analyzed. Provides back assistance to the Associate Director of Budget with reviewing and signing hiring paperwork, Banner online approvals, and other daily tasks. Assists in the development of budgets, as well as estimation of the organization's future needs through the use of financial modeling through our Synario software. Provides budgetary, organizational and operational services. Perform other duties as assigned.

### REQUIRED QUALIFICATIONS:

Bachelor's degree required in business or related field. Master's degree desired. Proficient in Microsoft office products and experience with advanced functions including significant expertise with excel spreadsheets required. Ability to interact in a professional, pleasant and enthusiastic manner with the university, community, and public required. Ability to maintain confidentiality of records and information. Experience with developing, reading and interpreting fiscal and other types of administrative reports required. Strong critical thinking and problem solving skills required. Teamwork and interpersonal skills and strong verbal and written communications skills required. Experience working with Banner or related Enterprise Resource Planning software desired. Experience with the Argos reporting system or equivalent desired. Experience working with financial modeling desired. Five or more years of experience working in higher education desired.