



Job Description

Job Title:	Financial Analyst I	Grade:	K
Department:	Information Technology Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

With general direction, performs a variety of moderately complex, technical accounting tasks related to preparing, maintaining and reviewing financial reports and records.

Characteristic Duties and Responsibilities:

1. Compiles, analyzes and summarizes financial information; prepares periodic financial reports.
2. Develops and maintains financial system training materials.
3. Assists budget officer on budget revisions and reporting.
4. Coordinates and provides training with budget officers and their support staff on the use of the Ellucian system, including but not limited to generating reports on expenditures in one-on-one and group environments.
5. Advises the division and departments on accounting policies and procedures; answers inquiries to complex financial issues.
6. Coordinates and assists other financial staff with year-end and new-year budget development.
7. Researches and resolves issues and discrepancies with the budgets; prepares and researches reallocations for payroll.
8. Supports strategic program planning and budgeting efforts.
9. Performs other duties as needed, including Procurement (requisitioning), Accounts Payable (preparing invoices for payment), P-Card (monitoring and tracking of expenditures) and General Ledger (preparing journal entries, budget entries and reconciliations). Performs other duties as assigned by supervisor and/or Director of Budgets.

Reporting Relationships:

Direction Received: Reports to the AVP Technology and CIO

Direction Given: No authority or responsibility for the supervision of others, project direction or program management



Job Description

Job Title:	Financial Analyst I	Grade:	K
Department:	Information Technology Services	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Accounting, Budgets or Finance and at least one year of mid-level work experience; Or An Associate Degree from a regionally accredited institution and at least 5 years of mid-level work experience in accounting, budgets or finance

Knowledge, Skills, Abilities and Worker Characteristics:

Familiar with eProcurement guidelines, policies and procedures for the state of NC

Knowledge and proficiency in using administrative information systems preferably Datatel Colleague

Moderate to advanced computer and spreadsheet skills

Ability to communicate effectively and work with individuals from diverse backgrounds

Working Conditions:

Typical office environment