



## Job Description

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<b>Job Title:</b>	Financial Analyst II	<b>Grade:</b>	L
<b>Department:</b>	Enrollment and Student Services	<b>FLSA:</b>	Exempt

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*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:**

Performs a variety of complex administrative tasks related specifically to budget management of the Enrollment and Student Services (ESS) Unit. Utilizes the administrative information system to perform budget preparation, salary and other expenses analyses. Provides direct oversight for grant budgets in ESS.

### **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 officers 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. Assists VP in developing unit's budget.
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. Provides oversight, pre-approval, and tracking for all ESS P-card statements to ensure proper funding source and use of funds.
10. Serves as the budget liaison between the vice president for ESS, college personnel, the NC Community College System or individuals representing organizations outside of the College.
11. Collaborates with the director of Budgets to forecast budget changes, redistribute funds, coordinate ESS budget activities, and recommend additional ESS funding.
12. Monitors ESS position requisitions and job offers to ensure funds are budgeted and available.
13. Monitors state and county budget expenditures to ensure all ESS funds are fully utilized during the fiscal year.
14. Provides high-level staff assistance to the vice president for ESS.
15. Aids in the development and implementation of ESS strategic plans.

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. March 2013



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16. Serves as assistant coordinator for the College's annual convocation and other events hosted by ESS-VP office.
17. Makes student IDs and assists in other ESS areas on Central Campus during registration each term.
18. Supports the collection and oversight of ESS' annual non-technology/equipment requests.
19. Performs other duties as assigned by the Vice President of ESS.

### **Reporting Relationships:**

**Direction Received:** Reports to the Vice President, Enrollment and Student Services

**Direction Given:** No authority or responsibility for the supervision of staff or administration of programs

### **Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution with a minimum of four years of mid-level experience in budgets, finance or accounting.

### **Preferred Qualifications:**

Bachelor's Degree from a regionally accredited institution in Accounting, Finance or Business Administration

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge and understanding of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Knowledge and understanding of principles and practices of organization and administration

Thorough understanding of procedures and techniques for budgeting, purchasing and accounts payable

Knowledge of generally accepted accounting and auditing principles and practices, payroll procedures, tax laws and federal and state tax reporting

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Excellent communication skills and demonstrated ability to provide leadership, teamwork and customer focus

Proficient computer skills

**Working Conditions:**

Typical office environment