Job Description

Job Title:	Financial Analyst II – Learning Unit	**Grade:**	L
Department:	Office of the Vice President for Learning & Workforce Development	**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:

Performs a variety of complex analysis and administrative tasks specifically related to monitoring and managing the Learning Unit budgets.

Characteristics Duties and Responsibilities:

1. Compiles, analyzes and summarizes financial information for the Learning Unit budgets; prepares periodic financial reports.
2. Prepares training materials and coordinates training sessions for Deans, account managers, and support staff on the use of Datatel system, including but not limited to generating budget reports on expenditures, in one-on-one and group environments.
3. Assists Deans, account manager, and support staff on budget revisions and reporting.
4. Advises divisions and departments on accounting policies and procedures; answers inquiries and researches problems.
5. Assists Assistant to the Vice President with implementing year-end policies and procedures and new-year budget prep and input processes.
6. Researches issues and discrepancies with the learning Unit budgets and recommends solutions
7. Researches and analyzes problems in the administrative information system, develops informer reports to assist in solving/ resolving problems/issues.
8. Researches existing system structures and recommends modifications to improve the reporting process; assists with implementing new procedures.
9. Supports strategic program planning and budgeting efforts.
10. Collaborates with the Assistant to the Vice President to forecast budget changes, realignments of budgets and recommends additional funding needs.
11. Performs other budget/financial duties as assigned.

Reporting Relationships:

Direction Received:	Reports to the Assistant to the VP Learning Unit w/dotted line to the Director of Budgets
Direction Given:	No authority or responsibility for supervision of other employees

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. April 2014

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business Administration, Finance, Accounting or related field and at least four years of budget, finance or accounting job related experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Ability to apply accounting principles and fund accounting

Ability to prepare complex journal entries

Ability to learn, understand and use the College's financial information system, Datatel

Proficiency with Microsoft Office Suite, with advanced Excel and Access skills

Excellent communication and customer service skills

Ability to teach/train others one-on-one or in groups settings

Ability to establish and maintain effective working relationships within the Learning Unit and other departments at the College

Excellent analytical, organization and multi-tasking skills

Working Conditions:

Typical Office Environment

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