



Job Description

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|--------------------|---|---------------|--------|
| Job Title: | Financial Analyst III/Director of Finance | Grade: | N |
| Department: | Learning | 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:

By applying broad knowledge of principles and methodology of finance and accounting, plans, organizes, manages, controls and administers the accounting functions of the Learning Unit budgets; performs a variety of systems accounting duties including preparing system reports, accounting records and statistical records.

Characteristic Duties and Responsibilities:

1. Compiles, analyzes and summarizes financial information for 50+ million dollar budget. Prepares periodic financial reports.
2. Develops and maintains financial system training materials.
3. Collaborates with budget officers on budget revisions and reporting.
4. Coordinates and provides training with budget officers and their support staff on the use of 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 reallocation for payroll.
8. Support strategic program planning and budgeting efforts.
9. Monitors, forecasts and identify resources in Learning budget to ensure appropriate funding to accomplish goals/objectives.
10. Works with Perkins Grant funding.
11. Collaborates with Budget Officer to ensure departmental funding is properly allocated.
12. Use statistical analysis to recommend budget improvements.
13. Serves as liaison between users of Administrative Information Systems and the Learning Unit staff. Researches and resolves issues in AIS.
14. Coordinates with Budget Officer in year end and budget prep for department.
15. Assists Deans and support staff on generating reports on expenditures in one-on-one and group environments.
16. Manages the Sr. Records Management Coordinator while monitoring and evaluating the procedures and processes for faculty credentials/SACS.
17. Performs other duties as assigned by supervisor and collaborates with Director of Budgets.

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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Reporting Relationships:

Direction Received: Reports to the Vice President for Learning
Direction Given: Direct supervision and evaluation of work as a first-line supervisor over assigned staff

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution in Business Administration, Finance, Accounting or related field; a minimum of 6 years of increasingly responsible work experience in budgets, finance or accounting or a Master's Degree from a regionally accredited institution with four years of work experience in budgets, finance or accounting; one year of supervisory skills required.

Preferred Qualifications:

Experience in financial and project management

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of general accounting and auditing principles and practices
Proficiency with Microsoft Office Suite, particularly Excel
Accounting systems proficiency, from both an accounting and information systems perspective
Ability to communicate effectively
Analytical and organizational skills
Ability to exercise good judgment in applying and interpreting policies, procedures and regulations
Ability to teach/train others one-on-one or in groups
Ability to establish and maintain effective working relationships with other staff members and the college community
Ability to continuously monitor and analyze the administrative information system and suggest improvements
Ability to make complex journal entries and produce financial statements from a trial balance
Understanding and appreciation of internal control measures and processes
Supervisory and leadership skills

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Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse