

## Career Path: Finance Analysts

Involves the processing and servicing of a variety of operational, personnel, and financial transactions. Involves developing, interpreting and implementing financial concepts for financial planning, resource planning, and control of organizational budget. May analyze and prepare recommendations for financial plans, including annual resource allocations, future requirements, and operating forecasts.

	Entry	Experienced	Expert
General Scope	Entry-level professional; uses professional concepts to resolve problems of limited scope and complexity; works on assignments of limited variety and complexity, requiring limited judgment and decision making.	Experienced, journey-level professional who knows how to apply theory and put it into practice with full understanding of the professional field; broad job knowledge; works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.	Recognized campus expert. Has significant impact and influence on university policy and program development. Is assigned high level analytical duties that involve in-depth knowledge and understanding of numerous variables and interrelationships. Regularly leads projects of critical importance which carry substantial consequences of success or failure.
Custom Scope	<ul style="list-style-type: none"> <li>• Uses basic professional concepts.</li> <li>• Applies campus policies and procedures to resolve routine issues.</li> <li>• Works on problems of limited scope with moderate control and review.</li> <li>• Follows standard practices and procedures in analyzing situations or data from which answers can be readily obtained.</li> <li>• Cultivates internal and external contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Uses skills as a seasoned, experienced professional with a full understanding of relevant practices and campus policies and procedures; resolves a wide range of issues in imaginative as well as practical ways.</li> <li>• Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors.</li> <li>• Demonstrates good judgment in selecting methods and techniques for obtaining solutions.</li> <li>• Cultivates internal and external contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies wide-ranging knowledge and understanding of campus objectives to resolve complex issues with campus-wide impact in creative and effective ways.</li> <li>• Works on most complex issues with little or no campus precedent where analysis of situations or data requires an in-depth evaluation of variable factors.</li> <li>• Exercises good judgment in selecting methods, techniques and evaluation criteria for obtaining results.</li> <li>• May provide guidance to other personnel or supervise professional or clerical staff; may serve as team lead.</li> <li>• May serve as subject matter expert or project manager.</li> <li>• Internal and external contacts often pertain to broad-reaching plans and objectives.</li> <li>• Partners with others on campus to solve problems.</li> </ul>

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Key Responsibilities	<ul style="list-style-type: none"> <li>• Performs basic financial or resource analysis to understand past performance and determine present and future performance and/or resource allocations.</li> <li>• Under direct supervision, responsible for providing analytical support for simple to moderate budget, financial or resource analysis projects.</li> <li>• Analyzes financial and/or resource data; prepares and summarizes information.</li> <li>• With supervision, reconciles, researches and resolves discrepancies in financial data.</li> <li>• Monitors workflow and productivity in areas such as Accounts Payable, Accounts Receivable, Collections, Purchasing and/or Cashiering.</li> <li>• Coordinates and monitors operations of assigned functional area(s).</li> <li>• May act as central resource for support staff.</li> <li>• Assists with monitoring productivity with the goal of meeting or exceeding standard expectations for timeliness and quality. Identify systematic problems and propose solutions.</li> <li>• Assesses compliance with regulatory agencies and internal policies.</li> <li>• Triage and addresses customer inquiries as appropriate</li> <li>• Ensures the delivery of quality customer service to various constituencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Applies professional concepts to resolve issues and to perform moderate to complex analysis.</li> <li>• Provides analytical support for complex budget, financial, or resource analysis projects.</li> <li>• Provides department support in the areas of business process analysis and design, system or procedure testing and implementation, documentation, security, workflow, and customer feedback.</li> <li>• Conceives of and maintains department chart of accounts or other data management tools, and related business processes.</li> <li>• Gathers, analyzes, prepares and summarizes recommendations for financial and/or resource plans.</li> <li>• Performs financial or resource research and studies for a variety of constituents. May generate or modify financial or other resource reports.</li> <li>• Ensures that financial processing functions are performed with accuracy and that daily operations run smoothly.</li> <li>• Assesses, recommends, and implements changes as needed to ensure financial processes comply with federal and state requirements and internal policies.</li> <li>• May act as team leader for support and lower level professional staff. Train staff and create effective teamwork environment.</li> <li>• May review, process, and approve financial data and transactions. Documents procedures for financial activities.</li> <li>• Participates in internal audits and processes.</li> <li>• Reads professional literature and attends seminars to keeps abreast of regulations and best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• May serve as a project work leader, project manager or subject matter expert.</li> <li>• Interprets policies and advises campus departments accordingly.</li> <li>• Performs highly complex and advanced analysis techniques, understands past performance and determines present and future performance and/or resource allocations.</li> <li>• Directs the initiation of and/or designs summary reports and background materials regarding a wide variety of internal and external policies and regulations to address a range of issues and the organized implementation of new services, procedures and/or policies.</li> <li>• Coordinates the gathering of budgetary and resource information during planning stages.</li> <li>• Independently performs highly complex financial or resource research and studies for both internal department and external constituents and makes recommendations to maximize financial or other resource outcomes.</li> <li>• Directs, analyzes and prepares recommendations for new services, systems or processes that have an impact outside of the school or department.</li> <li>• Participates in audits of internal records and processes.</li> <li>• Develops and implements financial transaction processes and procedures; may train campus staff on financial activities.</li> <li>• Regularly leads analyses of industry approaches, trends and best practices. Develops and implements improvements and/or new approaches and services.</li> <li>• Ensures timely and accurate financial activity capture and reporting.</li> <li>• Keeps abreast of regulations and best practices and ensures compliance with current federal and state requirements.</li> </ul>

	Entry	Experienced	Expert
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Basic knowledge of financial or accounting concepts, processes and procedures.</li> <li>• Understanding of regulations and best practices concerning financial accounting and services.</li> <li>• Familiar with department chart of accounts and related business processes.</li> <li>• Effective written and verbal communication skills.</li> <li>• Active listening, critical thinking, attention to detail, organizational skills, good interpersonal skills and the ability to multi-task.</li> <li>• Basic knowledge in data collection and analysis techniques.</li> <li>• Service orientation</li> <li>• Leadership skills to provide coaching and mentoring to support staff.</li> <li>• Knowledge of core software programs and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of finance policies, practices and systems including campus, state and federal rules and regulations.</li> <li>• Knowledge of financial data management and reporting systems.</li> <li>• Sophisticated written and verbal communication skills.</li> <li>• Able to use good judgment and decision-making and to solve problems.</li> <li>• Active listening, critical thinking, attention to detail, organizational skills, strong interpersonal skills, and ability to multi-task in a high-volume environment.</li> <li>• Able to independently gather, organize, and perform financial analysis assignments.</li> <li>• Service orientation</li> <li>• Leadership skills to provide coaching and mentoring to professional and support staff.</li> <li>• Advanced knowledge of software programs and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Expert knowledge of campus and system-wide financial processes, policies and procedures, as well as related accounting and regulatory compliance requirements.</li> <li>• Analytical skills sufficient to assess, advise development, and implement financial data management and reporting systems.</li> <li>• Able to communicate complex findings and recommendations to management in a clear, concise manner both in writing and verbally.</li> <li>• Strong inter-personal skills and ability to work effectively across the organization at all levels.</li> <li>• Skills in project management, leadership, and process re-design.</li> <li>• Ability to multi-task effectively in a varied, high volume environment.</li> <li>• Sound judgment, decision-making, critical thinking, and creative problem solving.</li> <li>• Understands and anticipates different perspectives.</li> <li>• Able to identify, analyze, and report on complex data.</li> <li>• Sophisticated service orientation and ability to lead a team to deliver excellent customer service.</li> <li>• Leadership ability both inside and outside of the department.</li> <li>• Advanced knowledge of software programs and systems and the ability to use them strategically to achieve results.</li> </ul>