

Senior Financial Analyst

Function of Job:

Under administrative supervision of responsible official, responsible for assisting with the design and implementation of a budgeting and management structure for a university by researching models, providing financial analysis, developing financial policies and procedures, providing management counseling and technical assistance and coordinating training, skill development, management reporting and planning efforts.

Characteristic Duties and Responsibilities:

1. Prepare special analyses and reports of financial activity for various committees and administrators.
2. Design, prepare, and interpret financial analysis of different models.
3. Manage an institutional budget and management structure, including periodic reports, project summaries and timetables and monitoring for compliance regarding the use of reserves and salary and financial policies.
4. Coordinate training and professional development for managers in financial areas.
5. Serve as financial management consultant for college/university-wide initiatives and projects.
6. Develop financial policies and procedures to support the budget and management structure.
7. Research structures within other institutions of higher education and continue to enhance models.
8. Assist managers by providing special financial expertise for projects or programs as assigned.
9. Provide support for departmental/unit strategic planning efforts.
10. Develop presentations for constituencies and assist departments in preparing and maintaining the budget and management structure.
11. Allocate and manage program resources within budget restraints.
12. Coordinate management reporting needs for institution and/or assigned departments/units.
13. Supervise, train, assign work and evaluate staff as assigned.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Master's degree in Business Administration, Accounting, Management or related field and three years of public accounting, or financial reporting/analysis for large, complex organization, or licensure as a Certified Public Accountant and one year of experience; or Bachelor's degree and five years of experience.
2. Computer skills and familiarity with financial information systems.
3. Organizational, analytical, and communication skills.
4. Supervisory experience.

Additional Desirable Qualifications:

1. Experience working in a financial/business area in higher education.

7/14/2005

Approval

7/14/2005

Effective Date

*Revised – Original approved 3/20/98 as Financial Administrator; revised as Sr Financial Analyst, 9/18/200.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.