

# Finance Analyst

## Posting Details

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### Job Posting Information

<b>Position Type</b>	Administrative Staff
<b>Classification Title</b>	Administrative Staff
<b>Position Title</b>	Finance Analyst
<b>Position Number</b>	A00541
<b>Pay Grade Level</b>	AD 01
<b>Salary</b>	\$57200
<b>Department</b>	Controller's Office
<b>Posting Number</b>	S 121301116
<b>Full or Part Time</b>	Full Time
<b>Number of Months</b>	12
<b>Position End Date</b>	
<b>FTE</b>	1

### Work Schedule

**Basic Function** Assist in the preparation, development, and monitoring of the University's annual operating budget and capital expenditure budget. Implement financial modeling techniques and model complex financial data.

**Essential Job Functions**

- Implement annual budgeting processes, and prepare the annual operating budget; assist with annual capital expenditure budget; monitor budget-to-actual performance; ensure compliance with budgeting processes and procedures
- Develop and maintain forecasting models and conduct benchmarking; implement financial modeling techniques; and model complex financial data
- Compare and analyze actual results with plans and forecasts, monitor variances, identify trends to support organizational decision making and recommend actions to management
- Generate reports and projections based on analysis which will be used to guide and influence long term and strategic decision making; generate monthly/quarterly financial reports to evaluate financial performance
- Increase productivity by working with Business Intelligence team to automate reports
- Recommend actions and creative alternatives by analyzing and interpreting data and making comparative analyses, studying proposed changes
- Clearly and concisely present, written and orally, summaries of analyses and alternatives
- Develop professionalism by reading and attending professional workshops and conferences; keep current on national and regional trends in the higher education arena of finance
- Develop collegial, professional working relationships with staff, University administration, and faculty, and staff. Provide helpful, effective, courteous, and excellent service to the Denison community.
- Perform other duties as assigned

**Minimum Qualifications**

- Bachelor's degree with an emphasis in accounting, finance, or other related area
- Exceptional analytical skills with the ability to interpret data and identify trends; strong attention to detail
- Expertise with Microsoft Excel and other financial modeling software
- An ability to work effectively in a diverse work environment.
- Exceptional interpersonal skills, and ability to communicate well with all levels of management and staff and interact effectively with a variety of departments

- Highest ethical standards and a commitment to proper stewardship of institutional resources

**Preferred Qualifications**

- Two years of successful experience in financial analysis
- Demonstrated knowledge of nonprofit accounting principles and practices
- Ellucian Banner experience
- IBM Cognos experience
- Tableau experience
- Knowledge of higher education financial systems and issues

**Physical Demands**

Sitting or standing for long periods, able to work with a computer.

**Contact(s)****Contact Phone/Extension****Contact Email****Open Date**

11/11/2022

**Close Date****Open Until Filled**

Yes

**Special Instructions to Applicants****Additional Information****Denison University Background Check Statement**

The final candidate will undergo a background check as a conditional offer of employment.

**Denison University EEO Statement**

To achieve our mission as a liberal arts college, we continually strive to attract and hire candidates with diverse backgrounds, experiences and identities. Denison fosters a campus community that recognizes the value of all persons regardless of age, disability, ethnicity, gender expression and identity, national origin, race, religion, sexual orientation, or socio-economic background. For additional information and resources about diversity at Denison, please see our Diversity Guide (<https://denison.edu/forms/diversity-guide>). Denison University is an Equal Opportunity Employer.

## Posting Supplemental Questions

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Required fields are indicated with an asterisk (\*).

## Applicant Documents

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**Required Documents**

1. Resume
2. Cover Letter/Letter of Application
3. List of 3 Professional References and Contact Information

**Optional Documents**