PURPOSE
The Financial Analyst provides critical budgetary and analytical support to the following Housing & Food Services departments: Facilities Operations, Residential Life, Student & Desk Services, Conferences, the Husky Card Office and ID Center. This position serves as a business services resource, helping departmental stakeholders understand financial processes and policies while collaborating frequently across the department to ensure financial performance remains on-target. This position delivers draws insights from large data sets and provides data-driven recommendations to HFS leadership for both routine and strategic decision-making. This position is required to perform complex financial planning and analysis (FP&A) duties including budgeting, forecasting, financial modeling, reporting, and ad hoc analyses.

RESPONSIBILITIES

Budget Development & Financial Planning:
- Develop and maintain operating and capital budgets for assigned business units.
- Prepare and analyze operating and strategic plans, business cases, and proposals to ensure financial integrity and compliance with financial targets
- Provide support for annual housing and dining rate development activities.

Analysis & Forecasting:
- Conduct financial, statistical and business analyses
- Prepare business and financial forecasts
- Develop and maintain financial models
- Analyzes reports prepared by others in the University and HFS department to evaluate their impact on the HFS organization.

Reporting:
- Support the on-going maintenance, generation, and dissemination of HFS’ analytical reporting portfolio.
- Develops, reports, and analyzes financial performance in partnership with business lines of assigned portfolio.

Data:
- Participate in on-going efforts to maintain and expand the FP&A data warehouse.
- Partner with various system subject matter experts and IT developers to translate business needs and system use into warehouse requirements
- Validate and test data, tables, and architecture as needed
- Contribute to data governance policies and practices

Other:
• Participate in or conducts special projects as assigned.
• Participate in cross-functional teams and committees, as appropriate.
• Performs other duties as assigned.

POSITION COMPLEXITIES
Develops budgets and analyzes complex financial data and business processes for a diverse set of business operations including housing, conferences, programmatic services, and the campus card center. Participates in overseeing financial solvency.

IMPACT TO THE UNIVERSITY
Work product used for both long and short-term operational and strategic decision making regarding departmental operations, growth, debt and overall solvency for HFS.

WORKING CONDITIONS
Maintains a regular office schedule with the expectation of additional work hours to achieve deliverables. Position will be remote through September 2021 per University recommendations.

SUPERVISION RESPONSIBILITIES
None

REPORTS TO
Assistant Director, Financial Planning & Analysis

QUALIFICATIONS
• Bachelor’s degree in Accounting, Business Administration, Finance, or Economics
• Solid understanding of financial and accounting concepts, financial statements, and GAAP
• Four years progressive experience in budget development, financial analysis, modeling, and forecasting
• Advanced Excel skills and experience data visualization tools Tableau and/or Power BI
• Understanding of databases and experience with SQL Server
• Ability to effectively work and communicate with disparate groups and team
• Sharp business acumen and analytical skills with ability to draw insights from large datasets
• Ability to manage competing priorities and deliver results under tight deadlines

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

DESIRED QUALIFICATIONS
• Master’s in Business, Accounting or Finance.
• CPA, CMA or FPAC
• Experience with Questica Budget, R/R-Studio, Microsoft Dynamics Great Plains, Management Reporter, and Workday is a plus.
• Experience in higher education or hospitality industries.

CONDITION OF EMPLOYMENT
• A satisfactory outcome from the employment verification and reference check processes is required prior to hire.