PURPOSE
This Program Operations Analyst will collaborate across the department and the institution to ensure departmental financial stability. Performs complex analysis of revenue, expenses, budgets and business processes for HFS with revenue in excess of $150 million annually. Delivers insights and provides data-driven recommendations to senior leadership for strategic decision-making.

RESPONSIBILITIES

Analysis & Forecasting:
- Conduct financial analysis and strategic planning in support of business groups.
- Work on monthly close process working closely with accounting to ensure the validity of the financials and report results to stakeholders.
- Oversee and review and update bi-yearly operational planning activities for detailed business level budgeting and forecasting, and create detailed financials plans.
- Conduct financial, statistical and business analyses, business and financial forecasting, and financial spreadsheet modeling, using a broad range of tools and technologies.
- Analyzes reports prepared by others in the University and HFS department to evaluate their impact on the HFS organization.
- Participates in the university-wide year-end audit reporting process. Working with external auditors to address cross-departmental impacts and accountability.

Budgeting & Financial Planning:
- Develop and maintain annual operating budgets and forecasts for assigned business units.
- Prepare and analyze operating and strategic plans, including quarterly and monthly forecasts.
- Provide support for annual housing and dining rate development activities.

Reporting:
- Support the on-going maintenance, generation, and dissemination of HFS’ analytical reporting portfolio.
- Develops, reports, and analyzes metrics and KPIs in partnership with business lines of assigned portfolio.
- Review and measure financial and operational performance on a weekly basis with business team and report to senior management using financial and operational metrics, including performing ad-hoc audits of the financial metrics used for data accuracy.

Other:
- Participates in or conducts special projects as assigned.
- Participate in cross-functional teams with other departments, as appropriate.
- Performs other duties as assigned.
POSITION COMPLEXITIES
Analyzes complex business processes for a diverse set of business operations, including restaurants and hospitality, student housing and participates overseeing financial solvency.

IMPACT TO THE UNIVERSITY
Work product used for both long and short-term 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.

SUPERVISION RESPONSIBILITIES
None

REPORTS TO
Assistant Director, Financial Planning & Analysis

QUALIFICATIONS
Bachelor’s degree in Accounting, Business Administration, Finance, Economics, or a related field. Two years’ experience in financial analysis that demonstrates:
• Experience with MS Excel (Advanced), MS SQL Server, Visual Studio, Report Builder, Questica, Tableau or Power BI, Management Reporter, Microsoft Dynamics and Great Plains.
• Experience in organizational financial performance metrics.
• Experience in financial data analysis and modeling.
• Experience in financial policy development and analysis.
• Experience working across multiple groups and teams.
• Excellent problem solving skills.
• Strong written and verbal communication skills.
• Strong business acumen.
• Strong attention to detail.
• 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
• Masters in Business, Accounting or Finance.
• Experience with R/R-Studio is a plus.
• Experience with retail, hospitality, or higher education industries.

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