

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: FINANCIAL ANALYST

Reports To: Budget and Planning Department

UW Job Code: 3638

UW Job Family: 32 – Administrative Support

SOC Code: 13-2051

FLSA: Exempt

Pay Grade: 22

Date: 10-5-17

JOB PURPOSE:

Analyze past and present financial data of organization and estimate future revenues and expenditures, applying principles of finance. Perform research and make analyses relative to losses and adverse financial trends and suggest remedial measures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare standard financial analysis projects. Construct charts and graphs regarding revenues, expenses, budgets, trends, and various other financial areas.
- Provide support to the department and university departments in the area of planning and budgeting.
- Prepare projected future revenues and expenditures scenarios to submit to management.
- Assist in the preparation of special studies, analyses, and recommendations in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, and business forecasts.
- Advise management on matters, such as effective use of resources and assumptions underlying budget forecasts.
- Analyze statistics of present and past operations, trends and costs, estimated and realized revenue, administrative commitments, and obligations incurred.
- May assist in financial analysis of legislative projects to develop capital improvement budget.
- May act as consultant to management on financial policies, procedures, and applications.
- May assist communities in developing budgets and efficient use of funds.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Work Prioritization & Management
- Independence
- Quality Orientation
- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, preferably in finance or business**

Experience: **At least 2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

- High level of problem-solving skills.
- Excellent analysis abilities.
- Strong oral and written communication skills.
- Excellent organizational skills.
- Excellent interpersonal skills and commitment to customer service.
- Ability to work effectively in a culturally diverse environment.
- Ability to interpret system needs and construct system processes.
- Ability to manage and meet deadlines.
- Knowledge of applicable Federal and State laws and regulations.
- Knowledge of capital expenditure budgeting policies and procedures as applied to public institutions.
- Proven ability to continually adapt and learn new procedures and software programs.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.

DISTINGUISHING FEATURES:

Financial Analyst: Entry-level position that provides assistance and dedicated work in the area of budgeting and planning. Uses standard templates to analyze current budget and fiscal resources and project alternate future proposals.

Financial Analyst, Senior: Highest level position that provides dedicated work and leadership in the area of statistics and finance to analyze past and present financial operations and estimate future revenues and expenditures. Provides context and narrative on projections. Presents findings to executive staff. Studies records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.