TITLE OF POSITION/RANK: Analyst

DEPARTMENT: Financial Planning and Analysis

RESPONSIBILITIES:
- Support the University’s financial and strategic goals by assisting in the preparation and management of short and long-range financial plans, including the annual operating and capital budgets.
- Assist in the development of financial plans and manage expense and revenue models to help reduce the time it takes the University to develop its annual operating budget, mid-year projections and financial reports.
- Conduct financial research, modeling, and analysis to support critical decisions; develop actionable recommendations based on the research; effectively communicate analyses and recommendations to the Finance Office leadership team through both oral presentations and written documents.
- Support the University’s budget operations as necessary, including budget modifications and journal entries.
- Work with the University’s academic schools and administrative departments to plan, develop and test financial tools to improve scenario planning and analysis.
- Assist in the development of methods to measure the cost of providing instruction and institutional business activities.
- Provide mentoring and training in financial practices and tools to University staff.
- Follow and enforce University policies and procedures and applicable legal rules and regulations.

QUALIFICATIONS:
- Bachelor’s Degree in finance, accounting or related field; MBA or similar degree a plus.
- Minimum of three years in financial planning and analysis roles that demonstrate a track record of increasing responsibilities.
- Knowledge of Microsoft Office with advanced Excel and PowerPoint skills; must at the minimum be familiar with Pivot tables, VLOOKUPs and similar tools and formulas in Excel.
- Experience with financial systems and data query tools.
- Must be familiar with key financial drivers in higher education.
- Experience making predicative analyses.
- Experience with integrating strategic planning and financial planning.
- Systems experience with HSF, TM1, IBM Planning Analytics, etc.
- Experience implementing systems and user interfaces (e.g. dashboarding).
- Effective oral, written and interpersonal communication skills.
- Proven ability to explain complex financial information and make presentations to senior leaders.
- Demonstrated ability to prioritize work to meet multiple, competing deadlines.
- Demonstrated problem-solving abilities with a keen attention to detail.
- Ability to work independently to achieve goals, deadlines and desired outcomes/results.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.