ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Analyst, Accounting Services

DEPARTMENT: Office of Finance
Rose Hill

POSITION SUMMARY:
The Financial Analyst will be responsible for contributing to the University’s Finance function by executing, analyzing, verifying and reporting financial transactions. The position is responsible for assembling and analyzing data and transactions, preparing statements and reports of a financial nature, and entering financial transactions necessary to correct identified problems.

RESPONSIBILITIES:
• Provides strategic and analytical support to the team.
• Conducts financial research, modeling, and analysis to support critical decisions; develops actionable recommendations based on the research; effectively communicates analyze and recommendations to Finance leadership team through both oral presentations and written documents.
• Liaises with the University’s academic schools and administrative units on financial matters.
• Seeks opportunities and solutions to make routine and complex tasks and transactions more efficient and effective.
• Provides training in financial practices and tools to the University’s staff.
• Develops communications and presentations for both internal and external use.
• Serves as a project manager on accounting-related initiatives.
• Supports transaction processing as necessary, including budget modifications and journal entries and other assignments, as needed.
• Follows and enforces University’s policies and procedures and applicable legal rules and regulations.
• Performs other duties and projects as requested.

QUALIFICATIONS:
• Bachelor’s Degree in finance, accounting, or related field.
• Minimum of three years in a financial environment/accounting department, demonstrating 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.
• Familiar with key financial drivers in higher education, a plus.
• Experience implementing systems and user interfaces (e.g. dashboarding), a plus.
• A track record for seeking and implementing effective solutions.
• 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

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