ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Senior Analyst, Financial Planning and Analysis

DEPARTMENT: Financial Planning and Analysis, Rose Hill

RESPONSIBILITIES:

• Support the University’s financial and strategic goals by assisting in preparation and management of short and long-range financial plans, including the annual operating and capital budgets.
• Manage expense and revenue models to further expedite the University’s development of financial plans, annual operating budget, monthly projections, and financial reports.
• Conduct financial research, modeling, and analysis to support critical decisions and develop actionable recommendations based on the research.
• Effectively communicate analyses and recommendations to the Finance 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 cost-measurement methods for instructional and institutional business expenses.
• Provide mentoring and training in financial practices and tools to University staff.
• Prepare presentations to the Board of Trustees and senior management.
• Develop financial models and analyses to support strategic initiatives.
• Analyze complex financial information and reports to provide accurate and timely financial recommendations to management to inform decisions.
• Support senior management team and departments heads with in-depth analysis
• Ad-hoc reporting and analysis
• Follow and enforce University policies and procedures, and applicable legal rules and regulations.

QUALIFICATIONS:

• Bachelor’s degree in finance, accounting, or related field; MBA/CPA or similar degree/certification a plus.
• Minimum of five years in financial planning and analysis roles, with a demonstrated record of accomplishment and increasing responsibilities.
• Knowledge of Microsoft Office with advanced Excel and PowerPoint skills; must at a minimum be familiar with Pivot tables, VLOOKUPs and similar tools and formulas in Excel.
• Experience with financial systems and data query tools
• Experience making predictive analyses
• Experience with integrating strategic planning and financial planning
• Experience implementing systems and user interfaces (e.g., dashboarding) a plus
• 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
• Highest standards of ethics, accuracy, and precision; highly organized
• Ability to think creatively; highly driven and self-motivated
• Demonstrated ability to roll-up sleeves and work with team members in a hands-on management capacity

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

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