



Classification Description

Job Title: Financial/Business Analyst

Pay Grade: 110

Job Code: 3854

FLSA Status: Exempt

Job Purpose

The Financial/Business Analyst pulls information from multiple data sources across the College and creates useful analysis for forecasting and planning at the senior administration level. The Financial/Business Analyst must be adept at combining data sets from multiple systems and presenting the analysis in an easy to digest format.

General Responsibilities

Essential Functions

Analyzes risk/financial impact of changes to current operations and/or future opportunities and draft insights to guide leadership on business decisions.

Creates reports, dashboards, tools and financial models for the Vice President, Administrative Services to inform decision making.

Provides expertise using data mining skills to answer data requests made by management.

Writes reports using Argos, SaaS, etc. to extract, manipulate and analyze data for decision making related to short and long term initiatives.

Conducts market analysis, productivity analyses, benchmark studies and economic impact analysis relating to higher education.

Compiles data from various sources to create and automate financial analysis, KPI in higher education and performance reports to support the College's senior leadership in planning, policy formulation and decision making.

Participates in all major planning (budget, forecasts) events. Identifies and provides information, and financial analysis to inform planning; advises on goals and strategies; identifies (in consultation with other leaders), implements, and reports on measures of performance.

Performs in-depth analysis on actual financial performance extending findings to provide meaningful recommendations.

FINANCIAL/BUSINESS ANALYST

Oversees and develops key metric forecasts on trends in the business/industry. Prepares trend analysis, statistical analysis and ROI metrics.

Ensures data integrity and credibility of all results that are presented by correctly understanding business requirements behind the request, as well as properly qualifying the data which is used for the data analysis by taking appropriate reconciliation steps to tie out results to financial reporting where appropriate.

Assists with the analysis of legislative and Board of Education changes that affect the College's fiscal accountability.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education, with a major in higher education administration, business administration, computer science or related field.

Three (3) years demonstrated, successful full-time professional work experience in the fields of education, reporting or technology. Appropriate combination of education and experience may be substituted.

Personal and educational philosophy compatible with the goals, objectives, and mission of the College.

Personal computer expertise including, but not limited to, relational database, statistical analysis, spreadsheet, word processing, presentation graphics, data analytic and communications software.

Knowledge of and ability to utilize Banner, SAS/SPSS, and BI reporting tool such as Argos or Cognos preferred. Demonstrated experience using office software such as Microsoft Office and Adobe programs.

An ability to establish and maintain cooperative relations with other staff members, special consultants, College officials and the general public.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

FINANCIAL/BUSINESS ANALYST

- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

FINANCIAL/BUSINESS ANALYST

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: August 9, 2019. Revised: July 1, 2023.