Classification Specification for Unclassified Service

Title: Financial Analyst 1

Pay Scale Group: 00 (Broadband)

Essential Function

Professional employees engaged in the day-to-day administration of finance related activities and reports to management, provide recommendation and advice to management or other groups on process related topics and conduct or carry out work procedures and activities in accordance with local, state, federal, and university regulations.

Characteristic Duties

- Monitor and interpret financial data in the development of cost analysis and reports;
- Prepare financial/statistical analysis reports;
- Perform budget analysis and assist in the development of budgetary forecasts;
- Prepare and assist in budget-related statistical analysis, estimates and financial reports;
- Conduct financial feasibility studies on new programs by using financial modeling systems and statistical programs;
- Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree; - OR- Associate’s degree and two (2) years’ experience; -OR- four (4) years’ experience; degree must be in accounting or related field with related finance or accounting experience.

Skill Level: Requires basic knowledge of finance area, including standard financial principles and terminology, theories and practices; duties are of minimal to moderate complexity and require some degree of fiscal, problem solving, training, and team coordination responsibilities, and have some degree of responsibility for interpretation and communication of information, ideas, and instructions.