Classification Specification for Unclassified Service

**Title:** Financial Analyst 2  
**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;
- Serves as a seasoned and proficient professional;
- Perform related duties based on departmental need.

### Minimum Qualifications

Bachelor's degree with two (2) years’ experience; - OR- Associate's degree and four (4) years’ experience; -OR- six (6) years’ experience; degree must be in accounting or related field with related accounting experience. Incumbent must possess the business/fiscal experience to be fully proficient in performing most or all work assignments.

### Skill Level:

Requires intermediate knowledge of accounting area, including standard accounting principles, terminology, theories and practices; duties are of moderate to high complexity and require a wide range of problem solving; development of practical and thorough solutions, proactive efforts, exploration and adaptation of changing financial systems, identification, evaluation and resolution of routine and non-routine problems; and integration, coordination, and interpretation of fiscal data. Experience and/or training include intermediate to advanced level experience working in one or more fiscal area(s).