



ISSUED: 11/16; 2/17

TITLE: <u>Financial Analyst I</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PN334</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>10</u>	EEO CODE: <u>30</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>PN</u>

POSITION PURPOSE

Assist in analyzing, investing, maintaining and reporting on the University Endowment Common Trust Fund in order to meet established investment and administrative objectives as well as to ensure compliance with existing University policies and regulations. Prepare and provide accounting reports for periodic income distribution for investments of the Temporary Operating Fund. Work activities require the application of involved practices and precedents as well as knowledge of finance and accounting theory and principles.

ESSENTIAL JOB FUNCTIONS

- Assist in maintaining the University Endowment Common Trust Fund to ensure fund activities are in compliance with established policies and procedures and to optimize investments. Review fund activities, make investments, calculate purchase of units and income distributions; update income and investment schedules, and prepare related accounting entries.
- Assist in cash scheduling activities by insuring that funds are available to meet the cash requirements of the University. Reconcile prior day cash flow activity, and prepare forecast of current day activity.
- Provide assistance with debt service administration, including payment processing, analysis, reporting and benchmarking.
- Assist in monitoring and guiding University merchant account owners with insuring that the University is Payment Card Industry (“PCI”) Compliant. This includes an annual questionnaire and attestation of compliance.
- Prepare financial reports and perform Bank Fee Analysis. Prepare accounting entries; reconcile and report on fund account status; develop cumulative spreadsheets; respond to internal and external requests for information and reports.
- Prepare and provide accounting reports for periodic income distribution for investments of University Endowment Common Trust Fund and Operating Fund. Establish calendar to ensure interim and month end goals are met; monitor workflow and review activities of department accounting support staff and part-time support personnel.
- Assist in preparation of NACUBO endowment questionnaire and other external reports; compile spreadsheet data reflecting endowment performance, expenses, market value, etc.
- Participate in the review of endowment provisions, the recommendation of endowment classifications types and the establishment of new endowment accounts. Assist in monitoring accounts approaching endowment status; interface with other departments to determine appropriate action.

- Serve as backup to senior Financial Analyst relative to supporting Cash Management and keeping current with Treasury industry advancements. Interface with University personnel, banks and investment advisors to exchange information, resolve problems and support efficient and effective department operations and services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification level requires an understanding of Finance and Accounting theory and principles coupled with the ability to grasp the endowment and banking review processes. Work activities are specific in objective and content, but require that the incumbent search for solutions or new applications from the finance and accounting fields. Incumbents should be proficient in trend analysis, account reconciliation, and computerized accounting including spreadsheet utilization. Functional supervision and work leadership may be given to subordinate accounting staff support and part-time support personnel. This classification is located in the Division of Fiscal Operations and receives direction from management.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a degree in finance or a related field or an equivalent combination of education and/or experience.
- Accounting coursework through at least intermediate level accounting courses
- Advanced personal computer skills (i.e. Microsoft Excel, Word, etc.)
- Some knowledge of applied principles of finance as used in public and governmental systems.
- Reasonable knowledge of computerized accounting including utilization of personal computers and spreadsheets.
- Some experience performing finance functions on computerized systems.
- Some knowledge of University systems preferred, e.g., FAS.
- Analytical skills including report generation ability.
- Ability to communicate effectively with others.
- Good oral and/or written communication skills.
- Ability to prioritize assignments and work within established deadlines.
- Some knowledge of Fund Accounting preferred.
- Typically, incumbents have held an internship, co-op or entry level position in finance or accounting.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.