

TITLE: <u>Financial Analyst II</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PN335</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>11</u>	EEO CODE: <u>30</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>PN</u>

POSITION PURPOSE

Analyze, monitor, invest and provide current and accurate reports regarding the University Endowment Common Trust Fund in order to meet established investment and administrative objectives. Assist in the management of assigned activities and personnel in order to ensure effective departmental operations.

ESSENTIAL JOB FUNCTIONS

- Analyze University Endowment Common Trust Fund activities to effectively maintain the fund according to established policy and procedures and to optimize investments. Regularly review fund activities, make investments, and distribute income and capital gains.
- Assist with the management of department activities to ensure effective operations and the attainment of established goals and objectives. Serve as backup to department manager and assist with department's investments and accounts as required.
- Supervise and provide work leadership to department personnel. Train and review work of full time support staff; hire, train and evaluate work of part-time support personnel and ensure work activities comply with department and University policy and procedures in a timely manner.
- Prepare and provide reports and analysis regarding University Endowment Common Trust Fund activities as well as other department investments, accounts and activities. Oversee the preparation of accounting entries and the recording of accounting activities; update income and investment schedules; reconcile and report on account status and respond to internal and external requests for information and reports.
- Serve as liaison to internal and external contacts to provide an effective exchange of information and resolve problems in a timely manner. Establish and maintain effective business relationships with bank, investment and University personnel in order to improve departmental operational efficiency and effectively represent the University's interest.
- Perform related work as assigned

ADDITIONAL COMMENTS

This classification level requires specialized skills and reasonable experience in finance and accounting theory and principles with an understanding of related practices and precedents. Work activities are specific in objective and content but require the incumbent to search for solutions and new applications from the finance field. Incumbents need to be proficient in fund analysis, account reconciliation and computerized accounting including spreadsheet utilization. This classification is expected to provide functional supervision and work leadership to full time accounting staff support and the full range of supervisory functions to part -time (e.g. technicians, student assistants) personnel. This classification is located in the Division of Fiscal Operations and receives direction from a management level position.

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.
- Reasonable knowledge of applied principles of finance as used in public or governmental systems.
- Analytical skills including report generation ability.
- Ability to communicate effectively with others.
- Reasonable knowledge of FAS, ADIS and FOCUS.
- Reasonable knowledge of computerized accounting including utilization of personal computers and spreadsheets.
- Reasonable experience performing finance functions on computerized systems.
- Good written and/or oral communication skills.
- Good organizational and problem solving skills.
- Ability to prioritize work assignments and work within established deadlines.
- Some knowledge of fund accounting.
- Typically, incumbents have held entry level Accountant or Finance positions.