

## Senior Financial Analyst

**Job Code:** 7126

**Salary Grade:** S10

**FLSA Status:** Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Provides management, administration and/or analysis and evaluation of financial activities within a college or complex university department.

- Supervises a major complex segment of the University's financial operation.
- Designs and oversees the preparation of reports requiring the consolidation of a large volume of highly complex accounting and/or financial data into formats suitable for presentation.
- Develops, implements, and maintains financial and budget systems to ensure proper allocation of expenditures and compliance with applicable regulations.
- Develops and monitors the annual budget for the college/department.
- Develops and maintains internal controls and accounting procedures.
- Advises regarding audit responses.
- Monitors departmental activities in financial and operational areas for compliance with audit recommendations.
- Assists in long-range financial planning.
- Prepares and analyzes financial statements, costing forecasts, and interprets generally accepted accounting principles.
- Communicates with external organizational representatives to resolve complex financial problems.
- Supervises and trains staff.
- Develops and implements integrated processes and applications for periodic and ad hoc financial reporting, and utilizing complex electronic financial information from systems and databases.
- Compiles and analyzes financial information from all components of the organizational entity, and develops integrated revenue/expense analysis, projections, reports, and presentations.
- Coordinates, compiles, and analyzes annual financial statements for the organization and its component units, utilizing complex spreadsheet and database applications.
- Analyzes, designs, documents, and implements internal financial reporting systems and procedures for the organization or specific operational entities.
- Provides leadership and coordination to various technical personnel engaged in specified project activities, as appropriate.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's Degree in Accounting, Business Administration or related field.

Equivalency/Substitution: Will accept 48 months experience in lieu of BS Degree for a total of 84 months of experience.

**Experience:**

Required: 36 months experience in financial/accounting position to include analysis, auditing and budgeting.

**Certifications or Licenses:**

None

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Detail oriented for accuracy of data and information.
- Highly organized and able to handle multiple projects and deadlines.
- Ability to supervise staff and communicate directions and expectations effectively
- Strong initiative to solve problems in a timely manner.
- Ability to plan, implement, and administer financial information and control systems. Ability to compile, analyze, interpret, and present complex annual financial reports, statements, and/or projections.
- Knowledge of a range of automated financial systems and applications software. Knowledge of the principles, processes, and standards for integrated financial analysis and reporting as related to a public institution.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Database management skills. Ability to provide technical guidance and leadership to professional personnel in area of expertise.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

#### Working Conditions

**Physical:**

Sitting for prolonged periods. Speaking and listening. Manual dexterity and engage in repetitive motion.

**Environmental:**

Standard Office Environment

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