JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Financial Analyst

Job Code: 7334

Salary Grade: S08

FLSA Status: Exempt

Job Family: Organizational Administration

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.

Job Responsibilities

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

- Collects and analyzes data and prepares financial reports.
- Monitors financial and budgetary systems for the department/college to insure proper allocation of expenditures and compliance with applicable regulations.
- Balances all accounts and prepares monthly financial statements.
- Generates reliable cost information to be used in preparation of new or modified budget proposals.
- Assists in the preparation and administration of the annual budget and preparing follow-up reports as requested throughout the year.
- Develops, recommends, and administers management information systems for the college/department including financial records, personnel records, student enrollment statistics, physical facilities, and equipment.
- Coordinates with University administration offices regarding financial practices within the college/department.
- Advises on matters concerning administrative practices, policies and procedures regarding accounts, budgets and/or forecasts for the department and the university.
- Assists with development and modifications to accounting systems necessary to ensure sound practices are followed for disbursement of university funds.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

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

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

Experience:

Required: 24 months financial, budgeting or accounting experience.

Required 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 communicate verbally and in writing
- Ability to build rapport with students, faculty, and staff
- Able to supervise staff and communicate directions and expectations effectively
- Ability to produce reports and complete work within deadlines
- Strong initiative to solve problems in a timely manner

Working Conditions

Physical:
Communicate effectively. Engage in repetitive motion.

Environmental:
Standard office environment.

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