



**University of Texas at El Paso
Job Description**

Job Code: 9178
Job Title: Financial Analyst
Department: Financial Services
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 15, 2010

Summary: Under the direction of the Comptroller, develops, interprets, and implements complex financial and accounting concepts, or techniques for financial planning and control, by performing the following duties.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Utilizing business intelligence/performance management tools and other software solutions as appropriate, will develop specialized management reports to facilitate the analysis of complex financial activities and prepares recommendations for policy, procedure, control, or action.

Will develop automated and sustainable monitoring tools that identify departmental, college and university-wide progress towards financial and operational goals. This will include establishing databases of pertinent information for use in analyzing future plans and forecasts.

Provides interpretation of financial policies, governmental legislation, accounting theory, or financial regulations. Develops departmental, college and university-wide financial forecasting models. Identifies trends and recommends improvements accordingly.

Assists in the preparation of studies, reports, and analyses in areas such as budgets, forecasts, financial plans, governmental requirements, statistical reports, cash flow projections, and business forecasts.

Interprets and applies University financial policies, government legislation, and accounting theory.

Coordinates with Vice President for Business Affairs Directors and others, as appropriate to gather, analyze, summarize, and prepare recommendations regarding financial plans, acquisition activity, new business planning, trended future requirements, government requirements, and operating forecasts.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: No supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree in Business from four-year college or university with a concentration in accounting, finance or CIS

Minimum Experience required: Three years accounting, financial analysis, financial database development, economic analysis experience or a combination thereof. Experience should demonstrate high level analytical skills and ability to effectively manage multiple projects concurrently. Applicants



who completed dual majors in the areas of concentration identified above or whose experience includes practical expertise in multiple areas noted are strongly preferred. Prior experience in higher education also preferred.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee must occasionally lift and move up to 10 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.