

Financial Analyst

Position Description

Education:

Bachelor's degree in Accounting or Finance required. Master's preferred.

Experience:

At least three years of progressive experience in business related areas preferred: budgeting, disbursements of funds, accounting, financial records, etc. Demonstrated experience in supporting key operations with high quality financial analysis, recommendations, and proven-track record of developing operating budget models, financial planning and forecasting on a variety of complex issues. Expert in MS Excel. Excellent critical thinking, analytical and problem solving skills are required. Effective oral and written communication skills; ability to interact effectively and appropriately with culturally diverse groups; and must possess strong computer skills especially excel.

Reports to:

Controller

Purpose:

Assists in researching, developing, evaluating and maintaining financial models. The analyst develops the data and provides the technical expertise necessary to analyze and improve the operational and financial effectiveness and efficiency of the college. Assist in financial close, stream lining processes, and analyzing monthly results. Auditing the student financial accounting services. Preparing Financial Statements for Methodist College.

Responsibilities:**Business Planning**

- a. Develop and support College business plans.
- b. Help establish current and long term financial goals.
- c. Operate in a support function relating to business plan development and answer questions about plans.
- d. Monitor for financial components performance goals, college goals, balance scorecards, and strategic plan.

Financial Forecasts and models

- a. Prepare financial forecasts and models.
- b. Demonstrate ability to extract relevant data from various resources.
- c. Demonstrate ability to manipulate data design to create understandable reports.
- b. Develop "what if" scenarios for business opportunities.
- c. Identify trends that impact financial performance.

Serve as an Internal Auditor for Methodist College.

- a. Creates Internal Self-Audits that cover the Financial Aid Process end to end.
- b. Assists in the creation of budgeting and financial reports for Methodist College.
- c. Manages and balances the banking activity for Methodist College.

Operate in a support function for the finance department to optimize utilization of computer systems and application.

- a. Maintain GL reporting system.
- b. Assist in month end close, analysis, and reporting.

Interpret and analyze data relating to cost.

- a. Assist others with defining information needs and analyzing results.
- b. Understand business process flow.
- c. Identify problems, develop solutions and present recommendations for improvement.
- d. Assist with implementation of cost reduction initiatives.
- e. Monitor costs compared to internal and external benchmarks.

Provides collaboration with all internal and external constituents of the College.

- a. Promotes a positive image of the College to internal and external constituencies.
- b. Assists in providing information and assistance to students.
- c. Participates and assists in College events, i.e. registration, orientation, graduation, etc.
- d. Collaborates with College staff and faculty to apply continuous improvement strategies within the College.
- e. Other duties as assigned or required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- Noise levels not above a point that hearing protection is needed.

COMMUNICATION:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.