

### JOB INFORMATION

Job Code	KA54
Job Description Title	Sr. Spec, Fin Plan & Analysis
Pay Grade	FO11
Range Minimum	\$62,960
33rd %	\$79,750
Range Midpoint	\$88,140
67th %	\$96,540
Range Maximum	\$113,330
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/6/2022

### JOB FAMILY AND FUNCTION

Job Family:	Financial & Business Operations
Job Function:	Accounting & Finance

### JOB SUMMARY

Reporting to the Manager, Financial Planning and Analysis, this position analyzes management statements, plans, and models that support the University's strategic plans for program creation and stability (at the institutional level, as well as for the colleges/units).

### RESPONSIBILITIES

- Partners with cross-functional budget team to develop road map, identify needs, and understand existing models. Assists in the process of translating into efficiently built and enhanced Anaplan solutions for the purpose of fulfilling budgeting and reporting needs across various units on campus
- Assists in data validation, testing, and overall deployment of new models to ensure an accurate and successful project within Anaplan. Troubleshoots system and provides recommendations for solutions. Interacts with Budget and Planning Services team to enhance the platform based on feedback from campus.
- Coordinates, compiles, and analyzes financial data for the institution. Develops future enhancements of existing models to drive planning efficiency and growth that is then utilized to provide information to Business and Finance leadership. Continuously identify gaps and opportunities for projects that will streamline workflows and overall processes. Collaborate with internal teams to identify areas of opportunity for data automation and efficiency.
- Collaborates with finance teams across campus to help solve financial challenges including building long-term financial plans in auxiliary areas and other units.
- Develops business-specific dashboards for improved decision-making.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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### MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Accounting, Finance, Business or related field. A CPA can be substituted for the specific degree.	and	3 years of	Experience in financial planning and analysis or financial modeling.	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of generally-accepted accounting practices and principles, ability to analyze financial data,

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.