



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Senior Financial Analyst

JOB SUMMARY

Performs specialized professional accounting work in the Office of Finance and Administration and provides assistance in the development, monitoring, and adjustment of University budgets. This position also performs financial analysis and control work pertaining to the preparation and execution of construction contracts, grants, and related activities. Duties include maintaining budgetary control within the constraints of policy guidelines, statutory or other restraints and within availability of funds. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Budget

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Reviews and processes requests for budget transfer to insure compliance with university policies and procedures, and verifies availability of funds.
- Updates on-line budget and/or general ledger update from personnel transaction forms, request for budget transfer forms, journal entries and other documents.
- Prepares accounting entries to establish new accounts and the annual budget on the accounting system.
- Assists with preparation of the annual budget and the biennial budget submission.
- Deposits and records revenue checks.
- Monitors and maintains records of major construction contracts, and grant accounts.
- Prepares reports for the Board of Regents and management as required.
- Assists the departmental Administrative Assistant in answering departmental telephones and greeting guests.

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- Runs Auto Budget Process monthly.
- Serves as USAS Security Coordinator for University.
- Runs Indirect Cost Report Quarterly and works with Office of Research & Sponsored Programs for distribution of funds.
- Updates web pages for Budget Office of VP Finance & Administration.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree in Accounting, Business, or related field. Additional job related experience/and/or education may substitute for the required education on a year-for-year basis.

EXPERIENCE

Three years of substantial and progressively responsible experience in budgeting, accounting, business management, preferably in higher education.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of modern budgetary practices and accounting principles.
- Skill in performing large volume of detailed financial analysis and control work accurately and rapidly.
- Strong working knowledge of electronic information and accounting systems.
- Ability to read and analyze fiscal management information and to assist in formulating solutions to problems.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to apply budgeting and fiscal planning techniques within financial constraints.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.