

## Senior Budget Financial Analyst Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149845>

Downloaded On: Mar. 6, 2021 6:07pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

<b>Job Title</b>	Senior Budget Financial Analyst
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Nov. 18, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Fiscal Services
<b>Apply Online Here</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/senior-budget-financial-analyst">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/senior-budget-financial-analyst</a>

### Apply By Email

### Job Description

Senior Budget Financial Analyst

Posting Date: June 3, 2020

Posting End Date: August 3, 2020

Position: Senior Budget Financial Analyst

Location: Office of Budget and Planning

Status: Full-time, Exempt

Special Qualifications

## Senior Budget Financial Analyst Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149845>

Downloaded On: Mar. 6, 2021 6:07pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

In keeping with the President's commitment to Tuskegee University seeking "Excellence in Every Way," the ideal Senior Budget Financial Analyst will possess the willingness to use their expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence.

### Essential Job Duties and Responsibilities

The Office of Budget and Planning has an opportunity for a Senior Budget Financial Analyst to join its Business and Fiscal Affairs (BFA) team. This position works with BFA colleagues to engage in financial partnerships with academic and administrative units across Tuskegee University campus providing advisory support and facilitating the operational use of fiscal tools. The position reports to the Assistant VP & Director of Budget and Planning.

The Senior Budget Financial Analyst will provide comprehensive and complex analytical support to Academic and Administrative Senior Leadership to identify problem areas and identify opportunities for business process improvements. The individual will also conduct financial and budgetary analysis, resolve any anomalies, and use established statistical methods to determine data sources and appropriate methods to create and interpret reports, as well as policy and business practice changes. This position will serve as a key member of the Budget and Planning team in developing the University consolidated Budget as well as ad-hoc and special projects as assigned. Addition duties:

- Gather and analyze budgetary data for modeling, projecting, forecasting, and planning
- Develops and prepare unique and intricate reports
- Analyze tuition and fee data for revenue modeling
- Review and consolidate all salary improvement program implementations to ensure compliance with policies and bargaining agreements
- Resolve multifaceted, complex budgetary issues and other special projects
- Evaluate budget requests
- Monitor budget-to-actual results; review year-end results
- Work collaboratively on critical strategic financial questions that require thoughtful problem solving and analytical capability.
- Assist in the annual operating budget process by preparing, analyzing, and maintaining budget systems
- Provide direction and assistance to the academic and administrative units regarding accounting and budgeting policies and procedures, along with efficient control and utilization of financial resources
- Oversee and monitor the setup of new general ledger accounts ( Budget Adjustment Requests (BARs))
- Process temporary, restricted and endowed scholarship accounts
- Prepare ad-hoc reports, monthly reconciliations, and analysis of financial data to include but not limited to revenue and expenditure analysis, calculating projections, and explaining variances on request to enhance senior leadership decisions affecting University policies and the strategic plan.

Qualifications



## Senior Budget Financial Analyst Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149845>

Downloaded On: Mar. 6, 2021 6:07pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

Bachelor's degree in Accounting, Finance, or Business Administration; Master's degree from an accredited university in business, finance, or a comparable discipline preferred  
Must have at least 5 years of financial management/analytical experience  
Advance-level Microsoft Excel or Access, including at least 2 years of experience in creating financial models and analyses, with demonstrable fluency in vlookup, conditional formatting, macros, advance charting, pivot tables, and pivot reporting  
Demonstrated effectiveness in written and oral communication, collaboration, and problem-solving  
Fluency and confidence in discourse with senior and executive leadership and other key constituents  
Willingness to invest time in further enhancing of spreadsheet modeling and design capabilities  
Relevant financial certifications preferred  
Salary  
Commensurate with education, training, and experience

\*\*The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. \*\*

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Office of Human Resources  
Attn: Employment/Recruitment  
1200 West Montgomery Road  
101 Kresge Center  
Tuskegee University  
Tuskegee, Alabama 36088  
Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu) Fax: 334-724-4319  
Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.



## Senior Budget Financial Analyst Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149845>

Downloaded On: Mar. 6, 2021 6:07pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

,