

Senior Analyst, Financial Planning, Budgeting, and
Analysis
Stevens Institute of Technology

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Posted Sep. 12, 2024, set to expire Jul. 12, 2025

Job Title Senior Analyst, Financial Planning, Budgeting, and Analysis
Department Budget Office
Institution Stevens Institute of Technology
Hoboken, New Jersey

Date Posted Sep. 12, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Finance/Investment Management

Job Website https://stevens.wd5.myworkdayjobs.com/External/job/Hoboken-NJ---Main-Campus/Senior-Analyst--Financial-Planning--Budgeting--and-Analysis_RQ28468

Apply By Email

Job Description

Stevens Institute of Technology is a renowned national research university with a rich legacy of more than 150 years of innovation and entrepreneurship. The Division of Finance at Stevens Institute of Technology invites applications for a Senior Analyst to join the Financial Planning, Budgeting, and Analysis (FPB&A) Group, reporting to the Manager of FPB&A.

The Senior Analyst will work closely with colleagues across the institution to understand their business processes and reporting needs, define key performance metrics, interpret analytics results, and identify trends and develop narratives from the data to support informed decision-making. This position will track operational data that measures these divisional activities, efficiency, and progress toward strategic objectives. The Senior Analyst will assist in continuous systems improvement and the implementation of higher education industry best practice policies and procedures. Additionally, the

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Senior Analyst will be responsible for developing reports, dashboards, and other means of sharing data-driven insights with stakeholders across Stevens.

This is a predominantly remote position.

Position Summary:

- Contribute to budget and long-range financial plan development and analysis in support of the University's mission and coordination with administrative offices such as Human Resources, Provost, Enrollment Management, Facilities, Information Technology, Development, etc.
- Assist CFO, AVP and Budget team in preparing ad-hoc analyses, reports, presentations, and data analytics to support the annual operating and multi-year operating and capital budget processes, including in year budget monitoring and forecasting. Provides clear, accurate, and concise explanations of changes in budgets and actuals.
- Provide guidance to divisional budget coordinators and other staff across campus to develop and implement the University's annual operating budget. Design and deliver end-user training on financial systems.
- Perform research on industry best practices and benchmarks to support the budget process and senior leadership decision-making.
- Leverage technology to improve efficiency and effectiveness to enable fact-based, timely, and collaborative decisions that enhance the mission of Stevens and its respective departments.
- Continuously develop, assess, and enhance systems and processes to achieve greater efficiencies and strengthened internal controls, while also formulating recommendations for policies and procedures that impact budgetary models and initiatives within the University.
- Provide administrative and operational assistance for the budgeting software, Workday Adaptive Planning, ensuring efficient management and support.
- Create a diverse range of reports and dashboards, while maintaining the utmost accuracy and integrity of data.
- Serve as a collaborative partner to cross-functional teams, offering expert problem-solving, comprehensive training, and strategic guidance on budget-related matters.
- Other duties determined necessary in support of the overall responsibilities of the Office of Financial Planning, Budgeting, and Analysis.

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Required Qualifications:

- Bachelor's degree in accounting, finance, or other relevant field.
- Minimum 4-5 years of progressive demonstrated success in an FP&A position or related position with similar duties.
- Excellent analytical, research, and problem-solving skills with attention to detail and ability to manage competing deadlines.
- Demonstrated advanced Excel skills or similar skills and ability to design complex spreadsheets and pivot tables utilizing advanced formulas (Power Query, Power pivots (including measures), x-lookup and other advanced functions, conditional formatting, etc.)
- Highly collaborative working style with excellent consultative, analytical, communication, and customer service skills. Ability to summarize analytical work and present findings in a visually compelling way.
- Strong organizational skills, and ability to use them in a fast-paced, highly productive environment.
- A commitment to quality, innovation, and process improvement with an emphasis on collaborative teamwork and high customer service standards.
- Ability to plan and direct projects and to lead innovative, strategic initiatives.
- Personal maturity and the ability to work with and maintain confidential information are essential.

Preferred Qualifications:

- Master's degree in business, finance, accounting, or related field.
- Certified Public Accountant (CPA) license.
- Experience with Adaptive Planning software, Workday HCM, and/or Workday Financials.
- Experience working with Power BI or other data visualization tools.
- Experience in a college or university, or other not-for-profit institution.

Department

Budget Office

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General Submission Guidelines:

Please submit an online application to be considered a candidate for any job at Stevens. Please attach a cover letter and resume with each application. Other requirements for consideration may depend on the job.

Still Have Questions?

If you have any questions regarding your application, please contact Jobs@Stevens.edu.

Contact Information

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

Contact

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