

## Finance and Budget Specialist Worcester Polytechnic Institute

Direct Link: <https://www.AcademicKeys.com/r?job=253526>

Downloaded On: Apr. 1, 2025 5:22pm

Posted Feb. 20, 2025, set to expire Jun. 18, 2025

<b>Job Title</b>	Finance and Budget Specialist
<b>Department</b>	Finance & Budget
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Feb. 20, 2025
<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>	Finance/Investment Management
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### Job Description

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#### **JOB TITLE**

Finance and Budget Specialist

#### **LOCATION**

Worcester

#### **DEPARTMENT NAME**

Finance & Budget

#### **DIVISION NAME**

Worcester Polytechnic Institute - WPI

#### **JOB DESCRIPTION SUMMARY**

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The Finance and Budget Specialist in the FP&A office supports day-to-day financial operations by assisting with budget tracking, routine analysis, and responding to inquiries from various departments. This position plays a vital role in ensuring accurate financial reporting and helping to maintain financial integrity across the university.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity and inclusion.

### **JOB DESCRIPTION**

#### **Key Responsibilities:**

- **Budget and Financial Inquiries and Support:** Assist departments with financial and budgetary information, ensuring alignment with university financial policies and guidelines. Serve as a point of contact for financial inquiries from faculty and staff, providing timely responses and assistance with financial-related questions.
- **Budget and Financial Tracking and Training:** Ensure accuracy in financial data entry and tracking of operating and capital budgets, startup accounts, teaching/research assistance and professorships tracking. Assist in preparation and understanding of reports or summaries for internal stakeholders, including budget-to-actual and non-operating funds analysis. Process operating budget amendments.
- **Positions Management:** Process positions budget amendments, be responsible for monthly vacancy savings reconciliation, and fixed-term positions monitoring.
- **Data Collection/Routine Analysis:** Collect data and conduct basic financial analyses to provide insights to support departmental managers in their decision-making.
- **Process Documentation:** Review and assess financial process documentation and provide recommendations to enhance efficiency, accuracy, and transparency.
- **Collaboration:** Work with other departments to gather necessary financial information and provide support for their budgeting and financial needs.
- **Ad Hoc Tasks:** Assist with special projects and ad hoc analyses, contributing to the overall financial planning process.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

#### **Qualifications:**

- **Education:** Bachelor's degree in Finance, Accounting, Business Administration, or a related field.
- **Experience:** 1-2 years of experience in financial analysis, budgeting, or administrative roles.

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### Technical Skills:

- Proficient in Excel.
- Analytical Skills: Basic analytical skills, with a willingness to learn and grow in financial analysis and reporting.
- Communication Skills: Strong written and verbal communication skills and willingness to communicate with a variety of constituents.
- Team Player: Ability to work collaboratively in a team-oriented environment, supporting various departments as needed.

### Preferred Skills:

- Experience with Workday is a plus.
- Understanding of budgeting processes and financial principles.
- Experience with data entry and maintaining financial records.
- A proactive approach to problem-solving and assisting others.

Please include a resume and cover letter for consideration.

Hiring range is \$62,000 to \$64,000. WPI's [benefits package](#) includes a robust retirement match, wellness perks, tuition assistance and more!

This is an on-site role with the opportunity for a flexible, hybrid schedule following a 6-month review with your manager.

### FLSA STATUS

United States of America (Exempt)

**WPI is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals from all backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.**

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**To apply, visit:** [https://wpi.wd5.myworkdayjobs.com/en-US/WPI\\_External\\_Career\\_Site/job/Worcester/Finance-and-Budget-Specialist\\_R0003090](https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Finance-and-Budget-Specialist_R0003090)

### **About WPI**

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

### **Diversity & Inclusion at WPI**

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

### **Contact Information**

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

### **Contact**

N/A

Worcester Polytechnic Institute

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