Specialist, Financial Reporting & Analysis

FLSA Status: Non-Exempt
Pay Grade: 14
Job Title ID: 165501
Job Series/Job Family: Business Services Series / Controller Family

Reports To

Department Head, Supervisor, or designee

Job Purpose

To provide reporting, analysis and other technical support for Business Services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Creates and formats management reports for departmental and college-wide use.
2. Performs technical tasks for the collection, interpretation, aggregation, and evaluation of data.
3. Creates documentation for reports and queries written for the department.
4. Assists management in identifying opportunities for improving operational efficiency using reports and technology.
5. Assists in the implementation of new or updated software applications specific to Business Services.
6. Researches and resolves problems in relation to business processes.
7. Performs other business related duties (reconciliations, bookkeeping, etc.)
8. Assists with training of other staff members.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Business practices and procedures of specific administrative department.
- Application software components, systems and functions.
- Business applications and software.
- Customer service techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Data mining for reporting purposes.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.

Computer Skills

Required

- Demonstrated proficiency in systems and data analysis, data extraction, development of reports, trouble-shooting enterprise software applications.
- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Two years related work experience

Preferred

- Experience with educational institutions functions and processes.

Education

Required

- Associate's degree, or educational equivalent, in Business, Computer Information Systems, Management Information Systems, or a related field. Related work experience may be substituted for the required education on a one year for one year basis. Work experience used for education may not again be counted for the work experience requirement.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.