

Duke University School of Nursing

Job Description

HR Title: Financial Management Analyst III

Working Title: Director of Finance

Job Code: 1796

Job Level: 15

Updated 10/22/24

General Purpose

The Financial Analyst provides administrative management and coordination of a variety of business related functions including, budget and financial functions including data collection, data analysis, data dissemination and reporting, statistical reports, budget development and preparation, financial interpretation and monthly analysis, in addition to other ad hoc analysis and reporting for the School of Nursing.

Supervisor

The position reports to the Assistant Dean of Finance and Human Resources.

Essential Duties

1. Manages and is responsible for the oversight of the School's annual budget process
 - a. Complete the process for the submission, data entry, consolidation and review of budget requests from appropriate individuals.
 - b. Plan, develop and maintains recommendations for adjustments to the annual budget to ensure short and long-term financial needs are met.
 - c. Primary liaison in preparing budget in coordination with management center and university deadlines.
 - d. Prepares annual tuition market analysis and related graphs
 - e. Prepares personnel-related budget items (including effort distribution) with the Assistant Dean of Finance and Human Resources.
 - f. Maintains records showing chronological audit trail of budget development decision-making and communication.
2. Prepares regular reports on performance of School against budget, updates the Vice Dean of Finance & Administration and Assistant Dean of Finance and Human Resources as to financial status, and highlights areas of concern as applicable.
 - a. Identifies areas of short and long-term financial risk, develops and proposes recommendations to mitigate, and implements or assists with the implementation (based upon the issue) of the solution.
 - b. Creates, models, and proposes financing strategies to improve financial performance of the School.
 - c. Provide financial reconciliation and analytical reporting, as required, for tuition revenue, as it relates to actual and projected enrollment reports.
 - d. Reviews monthly reports from Operations Financial analyst to assure report accuracy.
 - e. Provide feedback for suggested improvements to maximize report usefulness to end-user.
3. Primary effort management responsibility in the TAMS system for the School. Maintain liaison with Academic, Research and IT departments on accuracy and functionality for TAMS.
4. Function as primary administrator and user for Adaptive Insights financial system, to prepare high-level financial analyses, and provide training and oversight to the Operations Financial Analyst and others as deemed appropriate.
5. Function as 2nd level (School-level) approver for Buy@Duke, CONCUR, journal vouchers as requested by SON Business office staff, or by external Duke departments.

6. Provide statistical and financial data regarding the School of Nursing to senior management, outside agencies and executive management across the University.
7. Completes annual faculty salary analysis, along with ad-hoc analyses as it relates to annual budget process.
8. Participate in strategic planning by analyzing program plans on short and long-term basis and developing budget projections, financial models and forecasts, projecting possible levels of support from multiple sources of funding.
9. Act as departmental liaison with administrative and professional personnel concerning University policies and procedures and budgetary preparation and control; provide information and resolve problems concerning variances from budget; represents the Vice Dean, Finance and Administration and Assistant Dean, Finance & HR in meetings and conferences and other instances of a business or data coordination nature.
10. Provides SAP support and training for SON department staff as needed.
11. Prepare ad hoc analysis.

Requirements

Work requires a Bachelor's degree in Accounting, Finance, Economics, Business Administration or a related field. CPA or Masters in Business Administration is desirable. Work requires six years' experience in financial management, cost accounting or a field directly related to specialized area of assignment.

OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE

Preferences

- Expertise in producing quarterly and financial statements/projections
- Expertise in creating analysis and financial projections from zero base for a new program or business line idea
- Expertise multi-level, complex budgeting process
- Experience with Adaptive Insights Software