

## **Duke University School of Nursing**

### **Job Description**

**HR Title: Financial Management Analyst II**

**Working Title: Operations Financial Analyst**

**Job Code: 1807**

**Job Level: 14**

Updated 12/1/24

### **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 (SON).

### **Supervisor**

The position reports to the Finance Director.

### **Essential Duties**

1. Prepares regular reports on performance of School against budget, updates the Finance Director 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. Prepares and distributes monthly reports for Finance Director and other School leaders that accurately report actual and projected financial results.
  - e. Seek feedback from report users and incorporate as is reasonable and efficient suggested improvements to maximize report usefulness to end-user.
2. Manages and is responsible for the oversight of the School's budgets (including but not limited to: reserves; discretionary funds, allocated funds, revenue funds, endowments) being favorable to their annual budgets.
  - a. Directly responsible for managing within budget and makes recommendations for expenditures.
  - b. Proposes improvements to reduce spending.
3. Participant in the preparation and post-approval implementation of the SON budget and related processes
  - a. Participate in the process for the submission, data entry, consolidation and review of budget requests from appropriate individuals.
  - b. Participants in preparing recommendations for adjustments to the annual budget to ensure short and long-term financial needs are met.
  - c. Participants in preparing budget in coordination with management center and university deadlines.
  - d. Participants in preparing annual tuition market analysis and related graphs
  - e. Participants in the preparation of personnel-related budget items (including effort distribution) with the Finance Director.
  - f. Maintains records showing chronological audit trail of budget development decision-making and communication.
4. Processes journal vouchers for the business office as needed by internal and external Duke departments.
5. Provide statistical and financial data regarding the School of Nursing to senior management, outside agencies and executive management across the University.

6. Serves a FAM validator of general school funds.
7. 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.
8. 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 in meetings and conferences and other instances of a business or data coordination nature.
9. Provide approval for School of Nursing Concur expenses; back up support for Concur.
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 three 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 monthly and quarterly 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