

POSITION ANNOUNCEMENT
Madonna University

Job Title: Financial Analyst
Department: Business Office
Reports To: Controller
Status: Full-time

SUMMARY

This position is responsible for the fiscal management of sponsored programs. Exercises discretion and independent judgement in monitoring sponsored programs, developing reports/responses to granting agencies and ensuring compliance with institutional and external agency policies, rules and regulations. Primary resource for the Teams Elite business office system module functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain strict adherence to the Confidentiality of university information which the position becomes in contact with or is involved in creating.
2. Support departmental and university-wide efforts to automate and streamline procedures and practices which improve efficiencies and the quality of financial information used for decision-making.
3. Directs the budget process encompassing the advising and assisting of departmental budget preparation, forecasts and monitors revenues and expenditures of operational budgets which include monthly variance reporting.
4. Administers and coordinates the planning and development of the operating and capital budget cycle of the university.
5. Draws federal funds from G5 Department of Education website for sponsored Federal program. Reconciles cash per Department of Education cash management requirements.
6. Monitors and reconciles tuition revenue accounts with Student Accounts and tuition assistance programs with Financial Aid.
7. Posts student aid to Student Accounts.
8. Authorizes ACH from Student Accounts and Business Office and initiates wire transfers for payments.
9. Serves as grants administrator.
10. Assists in preparation of annual audit schedules and prepares A-133 report and OMB 2CFR indirect cost proposal.
11. Prepares and files EZ-Audit with the Department of Education.
12. Be a primary resource for the use of financial software used across the university. Schedule and coordinate system processes with system users and runs monthly and year-end close out procedures.
13. Reconciles student work study hours.
14. Assists in the preparation of periodic financial statements.
15. Responsible for the collection and reporting of risk management insurance policies for the University.
16. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting from a four-year college or university; three years demonstrated experience in fund accounting using generally accepted accounting principles. A CPA and/or Higher Education knowledge is a plus. Maintains knowledge of current federal, state and local government grant and contract regulations and procedures as well as guidelines for private agencies. Knowledge of Powersoft query and report writing functions. Maintains a

thorough understanding of the Jenzabar Teams Elite business office module functions of purchasing, accounts payable, cash receipts, budget, accounting and general ledger. Strong knowledge of Microsoft Office.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.