

The University of Texas at San Antonio

Job Description

Job Title: Financial Analyst
Code: 19201
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

Function:

To conduct and manage fiscal and accounting activities for a department, program or division and to increase awareness of fiscal policies and procedures.

Scope:

Responsible for overseeing department, program or division fiscal related matters, performing financial analyses and reporting on cost activities.

Duties

Typical:

1. Manages and evaluates all fiscal operations for a department, program or division to include performing monthly usage verification, invoicing, tracking accounts receivable, conducting collections, auditing financial data, developing and producing monthly reporting and reconciling accounts.
2. Responsible for the initial set up of financial accounts and establishment of cost centers.
3. Serves as the point of contact for internal and external clients including coordinating external client unilateral agreements and executing business contracts.
4. If applicable, creates recharge proposals that include detailed cost analysis, usage projections, strategic budget, rate calculation and subsidy proposals. Reviews, analyzes and develops reporting to ensure all recharge operations comply with federal, state, University of Texas System and UTSA laws/policies and recovers cost base to avoid impacts on other resources.
5. Develops and prepared the annual budget for department/program/division including travel, supplies, support and development programs, outreach and events, special projects and software licenses.
6. Responsible for all required financial reporting, including fiscal year end processes and reporting.
7. Performs other duties as assigned.

Periodic:

1. Reviews standard reports and develops specialized reports used for analysis of accounting transactions and to support accounting records.

Education

Required	Preferred
Bachelor's degree in Accounting, Finance, or related discipline from an accredited institution.	Master's Degree in Business Administration, Accounting, Public Administration or related discipline from an accredited institution.

Other Requirements

Required	Preferred
Excellent interpersonal, oral and written communication skills.	Certified Public Accountant (CPA).
A commitment to excellence and attention to detail.	
Excellent organizational, analytical and problem solving skills.	
Knowledge of accounting principles and practices, financial management and internal controls.	
Knowledge of state and federal policies and procedures.	
Strong mathematical and computation skills.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of professional experience in accounting and/or fiscal administration with knowledge of fund accounting procedures.	Proficiency using PeopleSoft for financial management in higher education.
	Professional experience in a university, research institute, public or governmental setting.

Equipment

Required	Preferred
Personal computers and calculator. Microsoft Office products, financial accounting systems and software.	N/A

Working Conditions

Usual	Special
Normal office environment.	Occasional evening and weekend hours may be required.

Supervision

Received	Given
General supervision by an appointed administrative officer.	N/A

Accuracy

Proficiency in all phases of the duties performed.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.