**Financial Analyst II Standard Job Description**

**Classification Title:** Financial Analyst II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Financial Analyst II, under direction, develops financial models, develops and maintains statistical models, and prepares projections, analyzes variances, and reports findings. Prepare reports and financial presentations.

**Essential Duties/Tasks:**

**40% Financial Analysis and Reporting**

* Develops and maintains statistical models to perform revenue and expense forecasting.
* Prepares projections, analyzes variances, and reports findings.
* Prepares and analyzes departmental financial statements.
* Prepares financial presentations for various audiences.
* Prepares various journal entries for TAMU, TAMUG, TAMUS, and TAMSSC on a monthly or as needed basis.
* Analyzes financial statements and prepares management reports for various constituents.
* Researches and analyzes data in support of strategic goals.
* Reviews service rate studies and determines if rates are reasonable and in compliance.

**20% Compliance and Strategic Support**

* Assures compliance with all standards, policies, and procedures.
* Serves as an internal consultant to campus departments and the Division of Finance by assisting customers.
* Reconciles accounts and assists with the monthly management reports prepared for the customers.
* Audits accounting and financial documents for accuracy and completeness.
* Researches discrepancies and reports findings.
* Analyzes and audits amortization and interest expense calculations on leased assets for accuracy in the account system.
* Coordinates with purchasing, contracts, System Real Estate office, accounts payable, and departments to improve the flow of leased asset information needed to accurately maintain LeaseQuery software database.

**10% Lease Management and Reporting**

* Responsible for maintaining lease software with current and accurate data on leases, direct borrowings, and subscription-based information technology arrangements.
* Reconciles the lease software with the Annual Financial Reports.
* Prepares Infrastructure calculation to invoice TAMUS auxiliaries and Agencies.

**5% Process Improvement and System Enhancements**

* Analyzes, designs, plans, and implements improvements, adaptations, or revisions to the accounting system, procedures, and business processes.
* Develops and coordinates proactive strategies for capturing relevant data and information to ensure compliance with applicable accounting standards.

**5% Year-End Close and Financial Reporting**

* Assists with year-end close out and prepares Annual Financial Reports (AFR) and schedules.
* Responsible for providing in-depth note disclosures for leases (prepares operating lease obligation notes and operating lease revenue disclosure notes for the university financial statements).

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Verbal and written communication skills.
* Analytical and organizational skills.
* Ability to work with large data sets.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**