**Financial Analyst III P16 Standard Job Description**

**Classification Title:** Financial Analyst III P16

**FLSA Exemption Status:**Exempt

**Pay Grade:** 16

**Job Description Summary:**

The Financial Analyst III, under direction, assists in the management and deployment of the university budget. Coordinates legislative analysis, budget preparation, and the forecast of capital assets and operating costs. Develops financial and statistical models, serves as consultant to campus departments, and provides analysis and reports. Provides budget training.

**Essential Duties/Tasks:**

**40% Financial Analysis and Reporting**

* Coordinates legislative analysis, budget preparation, and the forecast of capital assets and operating costs.
* Analyzes financial statements and prepares management reports.
* Assists in the coordination, review, completion, and distribution of the annual financial report.
* Develops financial models to support strategic and programmatic goals.
* Prepares various financial monthly management reports and verifications.
* Provides feedback and training to Financial Analysts.
* Assists with budget forecasting and financial analysis as required by management.
* Analyzes and researches state statutes, appropriations, accounting policy statements, and financial regulations.

**20% Budget Management and Forecasting**

* Assists in the management and deployment of the university budget.
* Coordinates annual fiscal year-end closing activities.
* Assists with Phase I and Phase II of the annual budget process.
* Develops and maintains statistical models to perform revenue and expense forecasting.
* Creates automated reports to enhance efficiencies and automates workflows.

**10% System-wide Reporting and Compliance**

* Assists with accounting issues related to state budgeting and management reporting.
* Helps research and provide expertise for the development, modification, and maintenance of system integrations.
* Works with system office teams on state reporting, compliance, and financial requirements.
* Assists in ensuring compliance with external accounting and reporting requirements and regulations.
* Serves as the primary point of contact for Sage, managing user access as required.

**5% Training and Staff Support**

* Provides budget training to university employees.
* Attends and participates in meetings, conferences, and training sessions with management and staff.
* Assists with the identification of problematic issues and provides support as needed.

**5% Internal Consultation and Communication**

* Serves as an internal consultant to campus departments.
* Responds to requests from state governmental offices and agencies.
* Assists with departmental reporting for management and analysis of specific contract compliance.
* Coordinates system-wide communication on the uniform statewide accounting system.

**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:**

* Five 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**