### FINANCE JOB FUNCTION GUIDE

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| 57E   | Financial Analyst II | Bachelor's degree or equivalent in finance, business administration or accounting and 5+ years of relevant financial and analytical experience. | - Responsible for leading, conducting and documenting complex financial analysis projects  
- Forecasts, prepares and projects financial activity for multiple programs; provides recommendations on course of action/new program cost benefit  
- Provides financial analysis to senior management to ensure fiscal compliance and effectiveness  
- Provides management with recommendations in the development of financial policies for a tub/unit  
- Reviews existing financial procedures and determines systems or other improvements to make processes more efficient | IMPACT: Moderate impact on operations, resources, or University’s reputation  
SCOPE: Works in a central function on multiple financial analysis projects, as a lead. Interacting regularly in a consultative role with Sr. Managers of a tub/unit. | RECEIVED: Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN: Individual Contributor: Works independently or as part of a team to achieve results. |