Senior Budget and Financial Analyst

Are you interested in using your financial expertise to support strategic decision making and long term institutional success? Arizona Western College is seeking a Senior Budget and Financial Analyst to provide budget development, financial forecasting, reporting, and analysis that help guide the College's priorities and resources. If you are a collaborative professional with strong analytical skills and a passion for public service, we encourage you to apply.

Summary of Function:
Performs professional-level budget development, financial analysis, forecasting, reporting, and monitoring for the District. Analyzes financial information and operating results; develops and maintains financial models, forecasts, and budget reports; assists with the preparation and monitoring of the annual operating budget; and provides financial information and analysis to support institutional planning and decision-making. Works collaboratively with departments and functional areas to develop, monitor, and analyze budgets; identifies significant budget and financial trends; researches variances and develops explanations and recommendations; and assists with ensuring financial resources are accurately reported and managed in accordance with District policies, procedures, and applicable requirements.

Typical Duties:

- Serves Students. Develop and maintain financial models, spreadsheets, and analytical tools used to forecast revenues, expenditures, fund balances, cash flow, and other financial measures. Evaluate assumptions and update projections as financial information changes.
- Assist with the development, preparation, and maintenance of the District's annual operating budget, including revenue and expenditure budgets. Coordinate with departments and functional areas to gather, review, and analyze budget information.
- Monitor departmental and institutional budgets throughout the fiscal year. Analyze actual results compared to budget, identify significant variances and trends, research causes, and communicate findings to appropriate staff and administrators.
- Prepare and maintain recurring and ad hoc financial reports, budget reports, forecasts, projections, and financial analyses for management, Cabinet, committees, and other internal and external stakeholders.
- Provides excellent customer service and financial support to departments, administrators, faculty, and staff by responding to budget and financial questions and providing timely, accurate, and understandable financial information.
- Assist with long-range financial planning and analysis, including revenue and expenditure trends, enrollment and other operational factors, fund balance projections, and the financial impact of proposed initiatives or changes.
- Review financial transactions and account activity for accuracy and appropriate budgetary treatment. Research discrepancies and coordinate with appropriate Financial Services and campus personnel to resolve issues.
- Assist with preparation of financial information and schedules for year-end closing, audits, budget reporting, and other required financial submissions.
- Assist with budget amendments, transfers, position and salary budget changes, and other budget-related processes. Ensure appropriate documentation and approvals are obtained and financial records are accurately updated.
- Provide financial analysis and support for grants, contracts, special projects, strategic initiatives, and other institutional activities as assigned. Collaborate with Financial Services staff and other District departments to improve financial processes, reporting, data integrity, and understanding of budget and financial information.
- Supports and participates in strategic planning initiatives, and performs other duties as
- assigned.

Required Qualifications:

- Bachelor's degree in accounting, finance, business administration, economics, or related field and two years of progressively responsible experience in accounting, budgeting, financial analysis, or related financial services work; OR

- Associate's degree in accounting, finance, business administration, or related field and five years of progressively responsible experience in accounting, budgeting, financial analysis, or related financial services work
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position

Preferred:

- Experience with governmental or higher education accounting and budgeting.
- Experience with fund accounting.
- Experience preparing institutional budgets, financial forecasts, and management reports.
- Experience with financial modeling and data analysis.
- Experience with ERP systems and financial reporting applications.
- Experience working with grants, contracts, or restricted funds.
- Experience with long-range financial planning and analysis.

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:
- Exempt

Position Type & Work Schedule:
- Full-time, 12-month position
- 38 hours per week, in-person
- Monday-Thursday, 7:00am-5:00pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:
- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of budgeting principles, financial analysis, forecasting, and financial reporting.
- Knowledge of or ability to learn governmental and higher education accounting principles and fund accounting.
- Knowledge of and ability to follow College policies, procedures, and applicable laws and regulations.
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to analyze complex financial information and identify trends, variances, issues, and opportunities
- Ability to develop financial projections, forecasts, models, and analytical reports
- Ability to demonstrate and utilize advanced Excel skills, including the ability to organize, analyze, reconcile, and present financial data
- Ability to communicate financial information clearly to individuals with varying levels of financial knowledge.
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional, civil, and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using

independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:
- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department or institutional needs

Physical Demands:
- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist

Travel:

- May be required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department and institutional needs

Note:

- Yuma Campus
- Benefits Eligible

APPLICATION PROCEDURE:
The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
- The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice

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ADDRESS INQUIRIES TO:
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