

# Financial Management Analyst

 Dean of Research, Stanford, California, United States

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## Description

Stanford University is seeking a Financial Management Analyst for the Vice Provost and Dean of Research Office to provide financial management support to the independent labs, institutes and centers within the Office of the Vice Provost and Dean of Research (DoR). The Financial Management Analyst will act as a business partner with the independent labs, institutes and centers to coordinate the annual budget and financial processes, assist in the set-up of budget tools, present budget data, and provide financial analysis to her/his immediate management team as well as other financial managers and associate directors throughout the Dean of Research. This position will play a key role in developing the DoR business intelligence structure, including data mining, online analytical processing, querying and reporting. Design and perform ad hoc analysis and develop reports to meet management needs with the ability to search and extract large data sets from several sources. Review for appropriateness, process and approve financial transactions in accordance with University policy and guidelines, accounting principles, and audit requirements. Identify and resolve complex issues; apply ingenuity and creativity to problem analysis and resolution; recognize exceptions; and maintain broader organizational perspective in decision-making. This challenging position requires the ability to identify and resolve unique issues and conduct in-depth analysis using advanced technical knowledge and experience.

The Office of the Vice Provost and Dean of Research (DoR) is directed by the Vice Provost and Dean of Research and oversees Stanford University's research, research policies and inter-disciplinary programs. The DoR office provides oversight for 30 independent labs, institutes and centers, including physical and biological sciences, engineering, social sciences and humanities disciplines, three shared equipment facilities and the offices of Technology Licensing, Environmental Health and Safety, Research Compliance, International Affairs, and Science Outreach and has a consolidated budget of \$225M.

This is a benefited 50% FTE position.

## CORE DUTIES:

The incumbent reports to the Director of Finance and will partner with associate directors of the DoR units and DoR finance staff on issues relating to finance and budgets. The Financial Management Analyst will:

- Perform highly analytical, complex finance and control functions; multi-dimensional and complex reconciliations and related analysis; prepare or review and approve complex transactions and higher level dollar value transactions.
- Research, and synthesize data; interpolate results from large amounts of data, identify trends in data, draw conclusions, develop solutions, present and implement recommendations, and create follow up analysis.
- Develop complex budget and forecasting scenarios, long-range planning and analyses for financial reporting and presentations; design and run ad hoc reports.
- Perform assigned activities involving decision support systems, query and reporting, online analytical processing, data profiling (OLAP cubes, slice & dice, drilling), statistical analysis, forecasting, and data mining. Develop insightful business intelligence reports (KPIs, metrics, adhoc queries), dashboards, scorecards, continuous monitoring (thresholds), and/or ad hoc analyses. Clean and transform data as required to deliver actionable information.
- Use reports and analyses to identify potentially problematic data, make corrections, and eliminate root cause for a range of complex data problems (e.g.: input errors or inadequate field edits), and recommend possible solutions and communicate their organizational impact.
- Compare existing reporting and university systems with the needs of the organization and provide reporting solutions.
- Identify and resolve unique issues with substantial significance; recognize exceptions, and conduct in-depth analysis using advanced technical knowledge and experience. Recommend and develop solutions that may require policy changes or the development of new processes; maintain broader organizational and university perspective in decision making.
- Review, design, and implement appropriate internal control programs, research new regulations, and implement approved changes. Manage compliance program for area of responsibility, interpret internal policy and external regulations, and create and/or review complex compliance reports.
- Lead and execute unit or cross functional projects and teams, make decisions regarding projects and programs affecting operational effectiveness, policies, or processes.
- Engage in continuous critical analysis of existing systems and processes; make recommendations to achieve greater efficiencies and improve internal controls. Define requirements, develop and implement complex test cases, perform testing and analyze results.
- Lead and support unit and organization strategy and change management initiatives.
- Provide training on new financial systems. Represent organization to client group(s) and external partners; serve as subject matter expert on matters that involve complex technical, financial, or subject matter expertise.
- Assess client and business needs, and formulate recommendations to determine approach to managing and completing processes.

#### **MINIMUM REQUIREMENTS:**

#### **Education & Experience:**

Bachelor’s degree and six years of relevant experience or combination of education and relevant experience. Degree in Finance or Business Management preferred.

**Knowledge, Skills and Abilities:**

- Advanced proficiency in business applications, such as Microsoft Office suite, especially Excel.
- Advanced knowledge of Enterprise Resource Planning and financial systems including Tidemark and Oracle; internet and computer literacy.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Advanced professional communication skills, including ability to prepare materials for and clearly and effectively communicate information to internal and external audiences, client groups, and management.
- Strong project management skills and ability to contribute to or lead part of a multi-functional team.
- Exceptional quantitative and financial analytical skills, especially with financial projections and forecasting.
- Self-starter and demonstrated capability to gain the respect of others, influence people of varying levels of authority in multiple organizations, and elicit cooperation without direct authority.

**PHYSICAL REQUIREMENTS\*:**

- Constantly sitting.
- Frequently perform desk-based computer tasks, use telephone, writing by hand, sort/file paperwork.
- Occasionally stand/walk, lift/carry objects weighing 11-20 pounds.
- Rarely reach/work above shoulder.

**WORKING CONDITIONS:**

Routine extended working hours during peak cycles; travel to school/unit sites across university.

**WORK STANDARDS:**

A background check will be required for all final candidates.

*The job duties listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. Employees may also perform other duties as assigned.*

*Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.*

*Stanford is an equal employment opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race,*

*color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.*