WESTERN MICHIGAN UNIVERSITY

Job Description

Job Title:	Finance Analyst	**Position Number:**	0240
Pay Type:	Hourly/Non-exempt	**Department Name:**	Center for Disability Services
Grade:	14		

General Summary

Develops and manages financial and budgetary database systems. Plans, allocates and controls budgets and accounting functions for the Center for Disability Services. Provides administrative office support and processes payroll. Monitors fiscal activity in assigned programs and prepares operating and analytical reports.

Major Duties

- Develops and maintains integrity of budget and financial databases and other financial monitoring tools.
- Plans, allocates and controls budget and accounting functions for assigned units. Works with department managers and other representatives to assess budgetary needs. Assists with reallocations to maximize efficient resource utilization. Ensures fiscal integrity of assigned budgets.
- Prepares budget and financial planning reports.
- Identifies and resolves financial problems. Recommends and implements appropriate solutions. Prepares operating reports to correctly reflect current budget.
- Provides administrative office support. Prepares and processes office payroll.
- Executes special projects and assignments.
- May supervise staff and/or student employees.

Minimum Qualifications

- Associate's degree in a related discipline or equivalent education.
- One year experience in a related field.
- Strong spreadsheet, database and graphic computer skills.

Desired Qualifications

- Bachelor's degree.
- Knowledge of institutional and fund accounting, budgeting and financial management.
- Knowledge of PeopleSoft, Crystal Reports, COGNOS, and Banner.

This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.

Revised: 10/2011