



DATE ISSUED: 11/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Academic Financial Analyst

JOB SUMMARY

Provides critical administrative and financial services for all units in the Academic Affairs Division by serving as the secondary support staff for Academic Financial Services. Assists Academic Affairs units with organizational functions such as planning, processing, implementing, monitoring and reporting. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance to University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Academic Financial Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - *May include, but not limited to the following:*

Coordinates budget transfer verification process for academic departments.
Assists with data entry/verification for faculty and academic staff online personnel transaction and template processes.
Serves as customer service liaison for academic departmental offices.
Produces Adjunct and Graduate Assistant budget charts for Fall, Spring, and Summer.
Monitors account balances.
Monitors Course Fees and Distance Education Fees and account balances.
Verifies grant account balances and serves as liaison with Research and Sponsored Programs.
Produces Dean's Reserve account charts and monitors account balances.
Produces Provost account charts and monitors account balances.
Produces Summer School budget charts and monitors account balances.
Processes Personnel Vacancy Forms.
Monitors mail log system.
Monitors file management system.

*Academic Financial Analyst
Date Issued: 11/07
FLSA: Non-Exempt
PTO: COVS*

Coordinates HEAF capital equipment process for academic departments.

ADDITIONAL DUTIES

Assists with web design.
Assists with academic financial statistical reporting.
Monitors faculty course assignment listings and serves as liaison with University Scheduling.
Processes requisitions and purchase orders.
Performs other duties as requested.

EDUCATION

High School diploma or equivalent required. Bachelor's degree preferred.

EXPERIENCE

Two years experience in an administrative office setting.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of applications for data management systems for higher education environment.
Knowledge of budget, human resources, and payroll systems and processes.
Working knowledge of office practices and methods.
Skills sets of data base applications and tools, web page development, personal computer applications.
Skills sets of customer service and business process improvements tools.
Ability to use a personal computer and other office equipment.
Ability to perform mathematical calculations and/or verify information accurately.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively orally, by phone, in person, and in writing.
Ability to represent the department and University in a friendly, courteous, and professional manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May, be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran’s status, or against qualified disabled persons.

*Academic Financial Analyst
Date Issued: 11/07
FLSA: Non-Exempt
PTO: COVS*

All positions at Texas Woman's University are deemed security sensitive requiring background checks.