Finance Analyst (Independent Contractor)

Multiple positions available.

The Finance Analyst is responsible for the overall completion, accuracy, and supporting analysis for the strategic plan business plan and integrated long term financial plan. The position will drive excellence within a given initiative’s business plan and targets by instilling a high bar for rigor, analysis, supporting evidence, and problem solving.

Essential Functions/Major Responsibilities:

- Works closely with the pillar and Initiative Owner to ensure business plans meet the “rigor” required for the UA strategic plan. Responsibilities include:
  - Advising the initiative team on supporting analysis for business plans and projected revenues, one-time costs and ongoing costs;
  - Aligning with Initiative Owner on clearly defined financial metrics and timeline;
  - Adapting the project management tools and dashboard reports;
  - Proactively flagging issues or barriers to success, and works with initiative owner to create relevant action plans;
  - Escalating issues that cannot be solved directly by the initiative team or Strategy Implementation Group to the Strategy Implementation Group Advisory Team via the established process.
- Works closely with University finance department, helping to validate initiative business plans’ assumptions and to tie to overall University budget in terms of sources and uses of funds;
- Builds long term financial plan for the strategic plan through working closely with the University finance department and the Strategy Implementation Group.

Interpersonal Contacts:

This position will work with a wide variety of constituents, including UA faculty, staff and administrators. The Finance Analyst will attend weekly meetings with Initiative Owners to track and update business plans. Additionally, the Finance Analyst will attend weekly meetings with Strategic Implementation Group Manager and Finance department.
Job Skills & Abilities:

- Excellent financial modeling skills.
- Strong experience in analysis and business planning.
- Strong problem solving skills with a focus on financial planning.
- Ability to influence others, even without direct management responsibility.
- Analytical orientation, with a comfort with understanding inputs to metrics and setting realistic targets within the organization.

Minimum Qualifications:

- Bachelor’s degree in field pertinent to work unit.
- Three (3) years of project/program management experience.

Preferred Qualifications:

- Master’s degree in Business Administration, Higher Education or related field.

To Apply:

Please email a letter of interest, resume, and contact information for three professional references to hrtm@uafoundation.org. Please include job number AS1902 in the subject line.