

Job Description

Position Title: Finance Administration Analyst 3

Job Family: Financial Services

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Finance Administration Analyst 3 serves as the primary point of contact for the Executive Vice Chancellor for Finance and Administration and is responsible for the daily functions of the EVC, leading, prioritizing, and tracking projects and initiatives, and resolving complex and time-sensitive issues. This position serves as a member of the EVC's leadership team and anticipates future needs, politics, and evolving priorities while maintaining high standards for efficiency, communication, discretion, and independent judgment. This position is immersed in all College operations, has a working knowledge of state statute, policies, processes, procedures, and accreditation standards, and is responsive to internal and external stakeholders, including the Governing Board's Finance and Audit Committee.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans for and anticipates administrative needs of executive and staff while ensuring completion of strategic projects and daily operations. Respond to internal and external requests for information and provide recommendations to the EVC. Resolve complex issues, identify solutions, provide direction/lead meetings on behalf of the EVC, and maintain confidentiality.
2. Acts as a liaison to the Chancellor's Office for Finance and Administration reports to the Governing Board. Prepare, review, and proof Board reports and supporting materials to ensure: compliance with applicable state statutes, policies, procedures, and guidelines; content is appropriate for the audience and consistent with the goals, directions, and priorities of the institution; and all stakeholders have been engaged. Manage workflows, determine deadlines, provide training, and communicate with College departments.
3. Coordinates aspects of the annual budget development process to ensure alignment of College integrated planning framework with fiscal resources. Develop clear, easy-to-understand overviews, administrative reports, and presentations for internal and external stakeholders.
4. Leads department initiatives and collaborate with stakeholders to develop recommendations on the design, implementation, and evaluation of processes, policies, and systems. Coordinate with the EVC to develop, manage, and track departmental goals, special projects, and College-wide initiatives and ensure they are met.
5. Utilizes systems to streamline processes, create automation, analyze information, and retain documents within records management plan. Create dashboards and repositories of financial information.

6. Serves as the primary representative from Finance and Administration for accreditation activities, to include writing, gathering, and creating evidence, identifying opportunities for continuous improvement, briefing the EVC, and collaborating with departments College-wide.
7. Provide administrative, research, and analysis support to internal and external committees, task forces, and workgroups, to include the Governing Board's Finance and Audit Committee. Coordinate agendas and create minutes for various committees and in alignment with Open Meeting Laws, as required.
8. Design and maintain multiple pages on the Inter- and Intranet in compliance with College policies and procedures and federal guidelines for accessibility. Director-level reviewer and approver of workflows.
9. Participates in professional development in order to maintain knowledge of college policies and procedures, applicable state and federal legislation, and knowledge of relevant business management software applications and technology tools and platforms.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of accounting, budget, and fiscal management
4. Knowledge and application of organizational and time management principles
5. Knowledge of project management principles, processes, and techniques
6. Skill in analyzing data and drawing conclusions
7. Skill in effective communication (both written and oral)
8. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
9. Skill in problem solving
10. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
11. Ability to apply effective and accurate data entry and typing skills
12. Ability to adapt to a rapidly changing technical environment
13. Ability to develop and maintain effective and positive working relationships

Supervision:

- Guides work others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree or Business Administration, Public Administration, Educational Leadership, or a closely related field of study required.
- Master's degree or in Business Administration, Public Administration, Educational Leadership or a closely related field of study preferred.
- Three (3) to Five (5) years of related experience in accounting or finance required.
- More than eight (8) years of related experience in accounting or finance preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- On call evenings or weekends.
- DMV Check/Current and Valid AZ Driver's License