Duke University
Division of Student Affairs
Exempt Position Description

Official Job Title: Financial Analyst I
Working Job Title: Financial Analyst II
Job code/Level/Family: Job Family=28; Job Level=12; Job Code=2193
Department: Housing Dining and Residential Life
Supervisor: Director, Finance and Administration HDRL
Position Status: Exempt, full-time
Supervisory Responsibilities: Yes
Schedule Note: Night and weekend work required

Nature of Responsibilities: Lead analyst supporting the Director of Finance and Associate Director of Finance in all financial functions for HDRL – Compile, analyze and report on the financial performance of Dining, Housing and Residential Life. Lead and direct other staff in key financial elements of the office. Work with the Dining Director and Dining Assistant Director with duties involved in compiling, analyzing and reporting the financial performance of Dining Services. Provide other financial support for HRL as required.

Specific Duties:

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<th>Specific Duties</th>
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<td>Supervises and coordinates the Dining monthly invoicing, AP, and reconciliation process. Oversees vendor purchasing relationships for Self-Ops. Oversight of weekly subsidy packs, COGS and inventory reporting and reconciliation. Direct supervision of the finance accounting specialist team. Monitor and audit vendors for best purchasing practices. Works closely with the Director and Associate Director’s of Finance on creating and maintaining critical dashboard reports on a monthly basis.</td>
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<td>Participates in the annual budget, forecasts, monthly variance analysis, year-end closing activities, monthly income statements, financial proforma’s, and various in-house audits. Analyze deficiencies and recommend corrective actions based on analysis. Make recommendations to improve financial systems and reporting. Monthly invoice reconciliation and JV transactions.</td>
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<td>Maintain effective liaison relationships with the Director, Assistant Director of Dining Services and administrative staff across HDRL; preparation of complex financial models and variance analysis; participation in strategic initiatives; benchmarking key metrics both internal and external to optimize performance; assist with development of new business proposals including project specifications, capital investments, and pricing structures; and coordinates and reviews key performance indicator financial reports for HDRL with the Director of Finance on a monthly basis.</td>
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<td>Maintain a strong working knowledge of back office systems such as CBORD, POS Quadpoint, Revenue Vision, SAP/R3 and the PBF budgeting tool.</td>
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<td>Perform related duties as assigned or required to meet department, division and University goals and objectives.</td>
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Required Minimum Qualifications:

Bachelor’s Degree in Accounting, Economics or related degree required. Minimum of 3 years experience including 1 year as a financial Analyst 1 or equivalent. 4-5 years progressively increasing responsibility in analyzing and managing complex accounting and related functions is strongly preferred. Experience working in a campus dining or auxiliary setting is also preferred.

Specific Skills and Competencies:

- Superior knowledge and experience in fund accounting, finance and general accounting principles.
- Excellent organization skills and the ability to manage concurrent projects within established guidelines.
- Previous supervisory experience, preferred.
- Strong Microsoft Office skills such as Excel, Word, PowerPoint, and database. SAP experience helpful.
- Strong communication skills – verbal, written and interpersonal.
- Ability to work independently and as a member of a team, with a commitment to collaboration.
- Knowledge, skills, and attitudes to apply ethical standards to one’s work.

Reporting Relationships:

1. Title of Supervisor for this position: Director of Finance HDRL with an indirect reporting relationship to the Associate Director’s of Finance.
2. Direct report: Lead Accounting Specialist and Accounting specialist position.

Physical Requirements: No special physical requirements for this position.