# IT Financial Analyst

**Job Category:** Managerial/Professional
**Unit:** Information Technology
**Position Code:** SIT8327B
**Status:** Open
**Closing Date:** 11/30/2018
**Salary:** $75,000 - $85,000
**Location:** DCC - Downtown Campus Center

**Background check:** Background check and fingerprinting may be required

**Description:** The Financial Analyst Supervisor receives assignments in the form of objectives with goals and defines and manages the process by which to meet those goals. Responsible for supervising the day-to-day unit activities and its employees. Oversees and participates in the most complex projects and deals directly with major department managers. Provides direction according to established policies and management guidance. Manages budget and IT project budget portfolio for the Office of Information Technology. Provides advanced financial and resource analysis to understand past performance and determine present and future performance and/or resource allocations based on IT forecasting. Manages ledger reconciliations. Prepares and/or approves invoices and/or recharges as needed for business contracts and IT projects. Manages activities for compliance with institutional and regulatory costing principles.

The Financial Analyst Sup II manages the directing, processing, and servicing of a variety of operational and financial transactions and services that include: IT personnel, payroll, finance, accounting – both accounts receivable and accounts payable, invoice reconciliation and collections, data collection, data entry, data analysis, process review and control, customer experience, and financial reporting. The Financial Analyst Sup II responsibilities include preparation of monthly revenue and expense reports and reconciliations, preparation of external customer billing invoices and associated aging/collection reports, preparation of financial journals and various complex fiscal reports, recharge proposal preparation of cost units, preparation of Memorandum of Understanding agreements, annual equipment inventory cost and budget analysis, and special projects.

KEY REPSONSIBILITIES

1) Responsible for supervising the day-to-day IT Business Service operations. Selects, develops, and evaluates personnel on a semi and annual basis to ensure the efficient business operations are maintained. Administers organizational policies that directly affect subordinate employees. Manages activities associated with creating, maintaining and reporting on the operational and capital budgets and budget processes, and staff budgeted FTE, the performance of financial planning (including problem definition, forecasting, data collection, development of alternative solutions, position management, staffing forecasting, data collection). Responsible for creating forecast for operating expenses inclusive of staffing requirements for students, staff and contract employees. Development of business practices and standard operation procedures for IT as it relates to how and when funds are spent, in accordance with UCOP policy. Researches and makes recommendations in the areas of budget, finance and human resource planning, and report preparation. Manages analytical support for complex budgets, financial or resource analysis that includes, but not limited to, annual budgetary analysis, monthly financial analysis, forecasts, projections, staff or faculty salary or FTE analysis, recharge or generate rate analysis. Gathers and analyzes financial and/or resources data; prepares and summarizes information and/or recommendations for financial resource plans, including annual resource allocation approaches, trended future requirements, operating forecasts and sources and uses. Responsible for researching and developing IT cost service models. Communicate

regularly with CIO, the University Office of Planning & Budget and IT senior leadership regarding budget-to-actual reviews.

2) Manages IT department chart of accounts, and related financial business processes. Manages through the University Office of Planning & Budget, accounting, and financial analysts to ensure IT costs, budget model and campus IT funding models are aligned to respond to shifting priorities. Reviews and approves vendor contracts and tracks contracts for renewal. Reports budget models and projections for hardware, software assets, capital and not capital equipment. Responsible for building budget models for campus driven, IT related initiatives.

3) Analyzes complex financial and resource data to summarize and prepare information for IT budget, financials, and other business related reports. Manages budget reconciliation. Provides oversight, management, and analysis of annual expenditures for all units in IT. Prepares analyses of expenditure patterns for various costs as required for these units for use in annual budget call. Prepares complex financial and resource reports and analysis for internal department, other campus business units, and external agencies. Produces monthly financial reports for IT personnel salary budgets, contracts, grants, projects, and IT professional development. Prepares complex budgets for contracts, project reporting, and business proposals. Ensures consistent and efficient budget and financial reporting, processes and monitoring. Conducts presentations of technical information concerning specific projects or schedules.

**Qualifications:** MINIMUM EDUCATION AND QUALIFICATIONS

- Bachelor's degree and 3 years of related experience or 7 years of equivalent (tactical financial analysis), related experience/education.

- Minimum 3 years of experience as a team lead or supervisor of administrative function.

- Minimum 3 years of IT financial management or activity based costing managing the financial dimensions of technology hardware, software, networks, cloud-sourced services and IT implementation services - preferred

- Experience in Cat Buy, OASIS and UC General Ledger system - preferred

CRITICAL COMPETENCIES

- Thorough knowledge and understanding of IT technology components, IT services, key technology financial issues, key variables and drivers.

- Demonstrates high level experience in financial management and analysis of IT budgets and funding principles, ability to model and apply analysis of CapEx and OpEx spend. Knowledge of IT hardware and software support licensing models.

- Thorough knowledge of University accounting and finance principles, practices and procedures and able to understand, articulate and adapt university accounting, payroll, and purchasing policies and practices. Professional, hands-on working experience with Report Writing in Cognos BI or a similar reporting tool. Ability to prepare reports accurately, attention to detail with complex problem solving skills and decision support.

- Proficient in use of Microsoft Office and common desktop/web applications. Proficient with MS Excel and Word.

- Demonstrated written and communication skills. Required Ability to create and deliver visual presentations on IT and IT project budget and finance analysis to small and large groups, as required.

- Demonstrated knowledge of customer experience best practices.

- Ability to multi-task.

- Has basic knowledge of finance policies, practices and systems.

- Must have effective verbal and written communication skills.

- Position requires inter-personal skills and ability to work effectively across the organization at all levels.

- Requires knowledge of financial policies, practices and systems, budgeting and reporting techniques; human resource planning; accounting and bookkeeping.

- Client services oriented, has good listening, critical thinking and analytical skills.

**To Apply:** Please complete a UC Merced application and email along with resume and cover letter to ucmcareers@ucmerced.edu.  Please indicate in the subject line of your email the Position Title and Position Number you are applying for.  For questions regarding how to apply please email ucmcareers@ucmerced.edu or call 209-228-8247.

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct.

As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at http://smokefree.ucmerced.edu

E-Verify: Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check. More Information

For information on the comprehensive benefits package offered by the University of California visit:
http://ucnet.universityofcalifornia.edu/compensation-and-benefits/