The Financial Analyst is responsible for financial planning, analysis and projections for the University. Candidate must have experience forecasting future revenues and expenditures, determining possible profit or loss, and have the ability to effectively communicate complex information in a concise manner. The Financial Analyst will work closely with the executive team members to identify cost structures.

General Description and Responsibilities:

- Analyze financial status by collecting, monitoring, and studying data.
- Identify trends in financial performance and provide recommendations for improvement.
- Analyze current and past financial data and performance and establish and evaluate profit plans.
- Guide cost analysis process by establishing and enforcing policies and procedures.
- Prepare reports and projections based on this analysis to provide financial models and forecasts.
- Evaluate current capital expenditures and depreciation.
- Explore potential investment opportunities.
- Track expenses and revenues vs. budget and reforecast and analyze fluctuations.
- Prepare monthly consolidation and executive financial package.
- Prepare and present annual financial information binder to be provided to the external auditors.
- Prepare quarterly operating reports and present during quarterly review meetings.
- Coordinate with other members of the finance team to review financial information and forecasts.

Qualifications:

- Preferred Master’s degree in finance or a Master’s of Business Administration.
- Expert-level analytical and financial modeling skills.
- Great presentation skills and the ability to influence and persuade others.
- Knowledge of ERP systems and related technologies.
• Excellent time management and organizational ability.
• Ability to multitask and consistently meet deadlines.

Salary: Commensurate with experience

Applications Deadline:

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be attached after your application has been submitted (you will be prompted to do so). Please call (804) 257-5721 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu