



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: A09220

Date: 9.25.19

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Data Analyst, Financial Planning and Analysis

DEPARTMENT: Financial Planning and Analysis, Rose Hill

POSITION SUMMARY:

The Data Analyst is responsible for identifying and supporting business intelligence, reporting, and data analysis needs of the Financial Planning & Analysis (FP&A) group. Leverage data mining and business intelligence tools to analyze large amounts of data identifying relationships and patterns within the data. The ideal candidate is personable and conscientious, with excellent computer science, and business management skills, who has technical experience in the area of business analytics. This individual will join a team currently engaged in a transformation of the University's budget development and operations processes, from one that has historically been heavily reliant on manual, paper-driven processes to one that is innovative, data-rich, and technology-centric.

RESPONSIBILITIES:

- Identify and support business intelligence, reporting, and data analysis needs of the Financial Planning & Analysis (FP&A) group
- Convert data into critical information and knowledge that can be used to make sound business decisions
- Leverage data mining and business intelligence tools to analyze large amounts of data identifying relationships and patterns within the data
- Solve a range of multidimensional technical and business questions through data analysis
- Deliver data architecture designs solution that enable business objectives
- Working with the FP&A group, determine business requirements, priorities, define key performance indicators (KPI's), and develop BI and data warehouse (DW) strategy
- Design and document dashboards, alerts, and reports
- Conduct financial research, modeling, and analysis to support critical decisions; develop actionable recommendations based on research; effectively communicate analyses and recommendations to the Finance Office leadership team through both oral presentations and written documents
- Provide support for finance initiatives and projects, as assigned
- Follow and enforce University policies and procedures and applicable legal rules and regulations

QUALIFICATIONS:

- Bachelor's Degree in Computer Science, Information systems, Business Management, or specialized training/certification. Background in Finance, required.
- Minimum of 2 years of Business Analytics or related technical experience
- Strong SQL skills. Using SQL to query database systems
- Proficiency with MS Office suite, especially MS Access and MS Excel (Pivot tables, VLOOKUPS)
- Minimum 2 years' experience with visualizing data using Tableau, PowerBI or equivalent software is preferred
- Systems experience with HSF, TM1, IBM Planning Analytics, Banner, etc. is preferred
- Minimum 2 years' experience implementing systems and user interfaces (e.g. dashboarding) is preferred
- Effective oral, written and interpersonal communication skills
- Proven ability to explain complex financial information and make presentations to senior leaders
- Demonstrated ability to prioritize work to meet multiple, competing deadlines
- Demonstrated problem-solving abilities with a keen attention to detail
- Ability to work independently to achieve goals, deadlines and desired outcomes/results. Ability to work independently

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: hr@fordham.edu

*Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories*