

THE CATHOLIC UNIVERSITY OF AMERICA

Financial Analyst (full-time, 35 hours/week)
Busch School of Business and Economics
Position N/A

Position Summary: The Financial Analyst will be responsible for reviewing the Busch School financial statements, assuring that charges are placed against the right Fund and Orgs, assisting the Assistant Dean for Development in accounting for the use of philanthropic funds, and assisting all Busch School areas in completing and processing the various HR forms required for hiring, promotion and salary adjustments.

Essential Responsibilities Include: Work with the Provost's financial office to ensure the integrity of the School's financial statements. Work with Assistant Dean for Development, to account for the spending of all philanthropic funds and to match spending against donor intent. Ensure that all expenditures are allocated to the proper fund and org accounts. Assist Busch personnel in completing all HR-oriented forms in order to speed up the application process. Work with the Dean to plan budgets, and report against budgeted amounts. Assist Busch personnel in understanding their budgets and spending authority. Assist Busch School units in creating financials for new programs. Implement programs that decrease spending.

Minimum Qualifications: A Bachelor's Degree with at least five (5) years of financial experience, with a preference for two (2) years of higher education. Master's Degree in Business Analysis is desirable. Analytic research skills; strong interpersonal skills; research skills; strong organizational skills and attention to detail; ability to maintain confidential information; ability to supervise, manage, and handle many projects at one time. Proficiency with Microsoft Office, *Outlook*, *Excel*, *PowerPoint* and proprietary CUA platforms.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** CUARecruitment@cua.edu. Reference position Financial Analyst in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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