
Auburn University Job Description

Job Title: **Spec, Fin Plan & Analysis**

Job Family: No Family

Job Code: **KA53**

Grade FO09 \$48,700 - \$82,800

FLSA status: Exempt

Job Summary

Reporting to the Manager, Financial Planning and Analysis, this entry-level position assists in the analysis of management statements, plans, and models that support the University's strategic plans for program creation and stability (at the institutional level, as well as for the colleges/units).

Essential Functions

1. Assist in gathering necessary data for validation and testing for overall deployment of new models to ensure an accurate and successful project within Anaplan.
2. Assists with basic troubleshooting and provides recommendations for solutions. Interacts with Budget and Planning Services team to enhance the platform based on feedback from campus.
3. Participate in the preparation of comparative and historical analysis by gathering necessary information and data.
4. Participates in data analysis; gathers, compiles and manipulates data; may determine analytical methods to be used; identifies inconsistencies or significant findings.
5. Assists in maintaining existing Anaplan models for annual planning, forecasting, reporting, and consolidations .
6. Prepares and analyzes financial performance on weekly and monthly basis to identify key trends and variances.
7. Collaborates on quarterly reporting package to management by analyzing performance versus key benchmarks and progress towards institutional goals / initiatives.
8. Collaborate with finance teams to support all business functions by recommending and assisting in the building of business-specific dashboards for departments/leaders across the organization, including assisting in the building of long-term financial plans for auxiliary and other units.
9. Assists in the preparation of detailed presentations of comprehensive materials; prepares graphs, charts, etc., for presentations.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Accounting, Finance, Business, Data Analytics, Statistics, or related field. A CPA can be substituted for the specific degree.
Experience (yrs.)	0	Experience in financial planning and analysis or financial modeling preferred, but not required for entry level.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of generally-accepted accounting practices and principles, ability to analyze financial data, knowledge and demonstration of best practices in budgeting and financial planning.

Ability to learn, navigate, and administer budget and long-term financial planning software.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/6/2022
