The College of Engineering has an opening for a part-time financial analyst located on the University’s main campus. This is a part-time (30 hours per week), non-benefited position. The Financial Analyst will assist the College in the areas of budget, analysis and accounting as well as reporting and data management.

Responsibilities:

- Researches variances to budget, prior month forecast and prior year actuals.
- Responds to inquiries and researches and resolves problems related to transactions handled within the college; serves as liaison with departments in the resolution of day-to-day financial operation issues.
- Monitors and processes college-level obligations in COE database.
- Develops and maintains college facts & figures for point-in-time requests, focusing primarily on financial and HR data sets.
- Create and Submit Webforms to manages row-level security on all purpose codes college-wide.
- Develops and prepares reports utilizing various reporting and analysis tools, including but not limited to PeopleSoft Query, Microsoft Access and Excel, and Cognos.
- Develops, enhances, and maintains financial report structures and budget templates that will further the missions of the college.
- Review and Approve transactional items in Concur and UDExchange
- Process Journal Vouchers and JED (HR Updates) as needed.
- Reconcile accounts as needed (UNIV purpose code, invoices, tagging commitments)

Qualifications:

- Bachelor’s degree and one to three years of related experience. Degree in accounting, business administration, finance or other job-related discipline preferred.
- Experience in a higher education institution preferred.
- Ability to analyze, execute and integrate complex financial reports and prepare comprehensive budget summaries, financial plans and projections. Experience with budget modeling.
- Knowledge of software to quantify and illustrate complex financial and student data reports, comparisons, impacts and projections.
- Strong analytical and critical thinking skills.
- Intermediate skill level using MS Excel and MS Access.
• Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Contact: Submit a resume and contact information for 3 references to Chrissy Shinn, @udel.edu.

Employment offer will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.