

Fiscal Support Analyst
\$29, 836 annual salary
40 hours per week

Applications will be accepted until 5:00 p.m. on October 5, 2021 in the Office of Human Resources, Womack 209 or may be emailed to humanresources@hsu.edu.

SUMMARY:

The Fiscal Support Analyst is responsible for performing a wide variety of fiscal related tasks that are standard or regular support duties within an assigned department or program and for researching financial data and preparing reports. This position is governed by Generally Accepted Accounting Principles (GAAP), state and federal laws, and institution policy.

TYPICAL FUNCTIONS:

Researches and analyzes data, develops or revise processes or policies based on research, and submits prepared report findings to supervisor.

Develops and maintains databases, spreadsheets and other fiscal reporting mechanisms, reviews and audits fiscal information for accuracy and quality assurance.

Provides technical assistance to others working within various databases and systems, including the state accounting system and general ledger, and assists in reconciling problems.

Posts transactions to journals and/or ledgers, balances entries, and reconciles errors manually or electronically.

Performs various accounting duties and assists with budgets and fiscal monthly and year end closing. Produces monthly production reports, statistical reports, or other regularly scheduled reports.

May be responsible for proper and timely entry of time records, payroll related documents, purchase orders, personnel action forms, budget documents, labor distribution reports, or any other procedural forms required by other departments or divisions.

May serve as a lead worker, providing training and guidance to fellow employees and establishing work plans, timeframes and/or deadlines or may supervise a small support staff by interviewing, training, assigning and reviewing work, and evaluating performance.

Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS :

Knowledge of accounting principles and database management.

Knowledge of software applications. Knowledge of applicable laws, regulations, and policies of assigned section. Knowledge of customer service techniques. Ability to comprehend and assimilate technical and

business related documents. Ability to apply policies and procedures and other applicable regulations associated with assigned department or program. Ability to conduct research, perform quantitative quality assurance reviews, and prepare reports.

MINIMUM EDUCATION AND/OR EXPERIENCE:

The formal education equivalent of a bachelor

Please Note

The applicant selected for this position will be required to submit to a background screening, including criminal background check and financial records check.

Henderson State University is an Equal Opportunity Employer/Affirmative Action Employer with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students.