

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

Title of Position: **Senior Management Analyst**

Preparation Date: June 2020

**Function of Position:**

Responsible to the Financial Manager for coordinating and managing data related to budgeting, auditing, expenses, grants and agency accounts using the administrative computing system, supplemented with other tools (e.g. InfoMaker, Excel, etc.) within the Business Office. Significant interaction with department heads, Business Office personnel, and individuals involved with grants.

**Principal Duties and Responsibilities:**

1. Collaborate with the Financial Manager & Controller to manage the college's budget process. Areas of focus include but not limited to (25%):
  - Department budgets, equipment & technology budgets, capital budgets, revenues and other related budget areas.
  - Oversee data collection for budget building, reconciliation of budgets to the Board reports, budget adjustments and monthly reporting to the President's Cabinet and departments.
  - Assist in the facilitation of the President's Budget Advisory Council.
  - Review processes used related to budgeting and create and implement new processes.
  - Respond to budget related questions from faculty, staff, and the Cabinet.
2. Prepare and submit various surveys and reports requested from Cabinet, faculty, staff and outside agencies. (5%)
3. Oversee the use and accounting of agency, grant and restricted accounts and assist in creating and implementing appropriate related policies and procedures. (10%)
4. Review and supervise preparation of audit work papers that other employees prepare; prepare more complex audit work papers for the annual audit and assist in the preparation of the financial statements; comply with applicable financial and accounting standards, regulations and policies. (20%)
5. Serve as a back-up for processing accounts payable. (8%)
6. Automate and improve processes to increase efficiency of the office and timeliness of providing accurate information to customers (i.e. faculty, staff, students and parents). This includes participating in projects as needed. (15%)
7. Train and supervise student employees in the completion of monthly general ledger account reconciliations and other assignments. (10%)
8. Support Jenzabar and other database systems related to database management functions (i.e. Jenzabar Power-user) and create, run, and review reports from the databases to be used internally and externally. (2%)
9. Perform other related tasks as assigned. (5%)

**Supervision:**

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee confers with supervisor regarding unusual matters.

**Minimum Qualifications:**

Requires a bachelor's degree in accounting, or finance or equivalent (an A.A. and working on a B.A.) plus three years non-profit accounting experience in budgeting, auditing, and financial statement reporting. Effective communication skills needed to work with numerous departmental staff and students and strong commitment to customer service. Requires extensive computer knowledge in Microsoft Office environment; strong Excel skills; and database management.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.