



Mississippi Board of Trustees of State Institutions of Higher Learning Position Announcement

JOB TITLE: Senior Financial Analyst

The Mississippi Board of Trustees of the State Institutions of Higher Learning (IHL) seeks applications for the position of **Senior Financial Analyst**. The position reports to the Deputy Commissioner for Finance and Administration. IHL is governed by a twelve-member Board of Trustees and consists of eight universities. The eight universities enroll over 73,700 students.

IHL offices are located in Jackson, Mississippi

Job Summary: Plans and conducts complex analyses to improve the operational and financial effectiveness of the university system. Performs complete cost and financial analysis of financial reports and data and prepares narratives analysis for management.

Essential Duties and Responsibilities:

A review of this description has excluded the marginal functions of this job which are incidental to the performance of fundamental job duties. All duties or requirements are essential job functions. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Responsibilities Include:

- Adheres to IHL Executive Office and department policies, procedures, and regulations.
- Plans, compiles, maintains and conducts complex studies of operational data to determine cost effectiveness of university operations.
- Analyzes complex financial data and extracts and defines relevant information and interprets data for the purpose of determining past financial performance and/or to project a financial probability.
- Reviews costs and performs cost benefit analysis related to projects and/or programs.
- Performs complex cost and financial analysis of data reported in various accounting systems.
- Develops financial reports for forecasting, trending, and results analysis.
- Interprets financial transactions and events for users who must make economic or business decisions.
- Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies.
- Creates, researches and monitors operational efficiency benchmarks for universities.
- Researches other institutions/systems to identify cost savings through best practices.
- Identifies, organizes, coordinates and makes recommendations for implementation of university functions that can be centralized or shared for efficiency.
- Assist the Assistant Commissioner for Finance and Administration as needed.



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Qualifications: Bachelor's Degree (B.S.) in accounting, business or related field; equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. CPA or MBA preferred.

- Knowledge of statistical analysis and reporting and the ability to analyze data and draw logical conclusions.
- Extensive knowledge of development tools, spreadsheets, and report generators.
- Experience using query and reporting software tools in conjunction with relational databases.

Application Procedure:

To apply for this position, submit an official [IHL Application for Employment](#) along with letter of interest illustrating the match between the candidate's experiences and the positions requirements; a current résumé; and names, address, e-mail address, and phone numbers of three (3) professional references to the following address:

Mississippi Institutions of Higher Learning
Office of Human Resources
3825 Ridgewood Road
Jackson, MS 39211

Applications may also be emailed to hr@mississippi.edu.

Women and minorities are urged to apply. For more information regarding IHL, visit our web site at www.mississippi.edu/ihl.

Review of applications will begin immediately and will continue until the position is filled.