To apply, submit an employment application (click here for application), resume, and letter of interest to: Chief Financial Officer
5301 S Highway 16
Rapid City, SD 57701

FINANCIAL ANALYST
Position Description

Summary
The Financial Analyst analyzes and maintains accounting functions and related activities in compliance with local, state, and federal regulations in support of the mission, core values and purposes of the university.

Minimum Qualifications
The Financial Analyst must satisfy the following minimum qualifications:
1. Bachelor’s degree in accounting, business or related field; and
2. Three years of applicable accounting experience or a combination of appropriate education and experience such as Master’s degree and some related experience; and
3. Financial analysis and reporting experience preferred.
4. Familiarity with SEC reporting regulations preferred.
5. Working knowledge of Great Plains preferred.

Skills and Attributes
The Financial Analyst must possess the following skills and attributes: ability to interface between internal customers and technical/programming staff; strong analytical skills; project management skills; strong understanding of financial regulations and laws; keyboard, ten-key and reasoning skills; requires concentration and attention to detail; strong interpersonal skills; ability to work with people at all levels of an organization; demonstrated ability to work independently, take initiative, and perform effectively in a fast-paced, changing environment; effective oral and written communication skills; strong customer service focus; great team player; high level of skills in handling sensitive and confidential situations and information with demonstrated ability to maintain strict confidentiality; working knowledge and experience with MS Office and internet sourcing; ability to make recommendations to effectively resolve problems or issues.

Essential Functions
The Financial Analyst performs the following essential functions:
2. Prepares financial statement summaries and analysis of financial statements as requested by the Board of Governors, President, Chief Executive Officer and Chief Financial Officer.
3. Assists in the preparation of monthly, quarterly and annual financial reports, such as the 8-K, 10-K, and 10-Q reports.
4. Prepares compensation calculations for campus directors, VPs and RVPs.
5. Performs periodic analysis of the financial statements to ensure the university is operating in accordance with generally accepted auditing standards and governmental auditing standards.
7. Analyzes spending patterns on a timely basis (weekly or more often) to ensure expenditures are within appropriate budget guidelines.
8. Develops and oversees a reporting structure between central administration and branch campus personnel for budget compliance.
9. Assists in the development of the annual budget and performs periodic analysis to ensure the university is operating within budget guidelines.
10. Develops and analyzes the annual budgets to ensure expenditures are within appropriate operating ratios and they meet projected growth expectations.
11. Assists in gathering information in preparation for the annual financial/Title IV audits.
12. Responsible for the preparation of annual FISAP.
13. Prepares monthly projections comparing projected revenue based on enrolled credit hours to actual revenue booked in the general ledger.
14. Periodically reviews balance sheet accounts to ensure accuracy.
15. Assists in reporting on financial results for NAUH operations and ensures that all financial reports are accurate and completed in a timely manner.
16. Performs monthly analysis of the financial statements to determine variances and areas for improvement. Produces monthly reports necessary to explain the variances to be used by management.
17. Works with the internal auditor to help manage Sarbanes-Oxley Section 404 (SOX) compliance with both the internal documentation and evaluation of internal controls and the ongoing monitoring and testing.
18. Performs other duties as assigned.

**Required Work Hours**

A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

**Reporting and Supervisory Responsibilities**

1. The Financial Analyst reports to the Chief Financial Officer.
2. This position has no supervisory responsibilities.

**Physical Requirements**

The Financial Analyst must be able to speak, hear, see, read, write, type, dial, reach, and bend.

**Travel**

Periodic travel, including airline travel and overnight stays, may be required.