

FINANCIAL MGMT ANALYST III

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Company: Duke Health

Location: Durham

Category: business-and-financial-operations

FINANCIAL MGMT ANALYST III

Work Arrangement: Requisition Number: 243568 Regular or Temporary: Regular Location: Durham, NC, US, 27710

Personnel Area: MEDICAL CENTER Date: May 1, 2024

School of Medicine

Established in 1930, Duke University School of Medicine is the youngest of the nation's top medical schools. Ranked sixth among medical schools in the nation, the School takes pride in being an inclusive community of outstanding learners, investigators, clinicians, and staff where interdisciplinary collaboration is embraced and great ideas accelerate translation of fundamental scientific discoveries to improve human health locally and around the globe. Composed of more than 2,600 faculty physicians and researchers, nearly 2,000 students, and more than 6,200 staff, the Duke University School of Medicine along with the Duke University School of Nursing, and Duke University Health System comprise Duke Health, a world-class academic medical center. The Health System encompasses Duke University Hospital, Duke Regional Hospital, Duke Raleigh Hospital, Duke Health Integrated Practice, Duke Primary Care, Duke Home Care and Hospice, Duke Health and Wellness, and multiple affiliations.

Primary Job Responsibilities of Financial Mgmt Analyst III

Skill Sets Necessary to be Successful:

Must have excellent customer service skills as the position works with a wide variety of skill sets amongst its customers. Must be able to balance high volume workload of simultaneous tasks

and continue to meet deadlines.

Must be proficient in SAP applications including Analysis for Office (A4O) reporting. Proficiency with the use of Excel. Must have strong accounting skills with attention to detail and accustomed to working with large volume of data in order to prepare analyses. Must be able to take the large volume of data and interpret/present in a manner that is concise and meaningful to ensure senior leaders are able to understand the issues presented and make sound business decisions based on the information presented.

Finance/Analysis/Customer Service: (75%)

This position provides guidance to SOM Departments with adherence to University and SOM financial policies and procedures. Assist Business managers with financial analysis and preparation of the annual budget of the departments. Summarize the annual budget for presentation to the Senior Leadership of the School and participate accordingly in the meetings. (40%)

Provide SOM Senior Leadership with Ad hoc reporting and analysis and assist with special projects assigned by leadership in terms of financial analysis and monitoring of activities within the departments. (5%)

Responsible for the monthly analysis of the financial activities of the SOM departments which includes monthly explanations of variances to budget, overdrafts, expense controls, and trending analysis. This includes assisting departments in the use of reports both through A4O and SAP to do this analysis. Responding to investigative concerns raised by departments, Internal Audit office and SOM senior leadership. (20%)

Responsible for the monthly and year end closing process of the schools over the departments they have oversight responsibilities for, which includes processing of journal transactions and reviews. (5%)

Perform audits with other staff members throughout the year on selected financial or compliance related activities within the Departments. Responsible to contact departments when management plans become necessary on current compliance initiatives. Responsible for oversight of department's salary setting process. (5%)

Backup/Oversight/Meetings: (25%)

Participate in special projects as assigned by the Associate Dean of Finance such as

projects related to business process improvements within the University and systems implementations. As well as assist with the design and development of new procedures, financial reports or systems. (5%)

This position will interact on a regular basis with leadership within the SOM and also University Finance staff as well the Health System. (5%)

Other responsibilities include providing backfill support for the following items: preparing various General and Administrative reporting, backup of other FMAIIs when they are out, projection analysis, and actual operating results, as well as monitoring of cost transfers within a department. (10%)

Participate in various monthly meetings with Business Managers and provide training to these managers on an as needed basis in terms of use of the budgeting system and other financial procedures expected within the School. It is crucial to stay in contact with the Business Managers to help understand their business and where they can benefit from our assistance. (5%)

Prefer experience with not-for-profit or academia.

Minimum Qualifications

Education

Work requires a Bachelor's degree in Accounting, Finance, Economics, Business Administration or a related field. CPA is desirable.

Experience

Work requires a minimum of six years experience in financial OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE management, cost accounting or a field directly related to specialized area of assignment.

Duke is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel

secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values. Essential Physical Job Functions: Certain jobs at Duke University and Duke University Health System may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation will be provided by each hiring department.

Nearest Major Market: Durham

Nearest Secondary Market: Raleigh

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