



“REAL WORLD” OPPORTUNITIES UNIVERSITY OF ROCHESTER

*Respect and Diversity are embraced at the University
The University of Rochester is an Equal Opportunity Employer*

Job Title: Financial Information Analyst Ref# 151793

Start Date: IMMEDIATE

GENERAL PURPOSE:

This position is the liaison for compiling, analyzing and allocating financial and operational data in regards to the utilities management for the University. The cost and consumption data for gas, electric and water is processed via this position and coincides with the monthly accounting schedule for the University.

BRIEF DESCRIPTION OF DUTIES:

- Under general direction and with latitude for independent judgment and initiative:
- Have a proficient understanding of allocating utility costs across the University (internal customers) based on consumption data. Ability to maintain database containing cost and consumption data along with other variables that impact the allocation of this information to internal customers. Work with the CU Business Manager and General Accounting to ensure the monthly allocation of utilities is performed in a timely and accurate manner. Reconcile the monthly general ledgers to ensure all costs have been accounted for in the allocation process. Interact with outside vendors and third party agencies in order to facilitate the flow of electronic information to and from the University. Maintain an awareness of legislation and events pertaining to the regulation of public utilities and the impact on the University. Assist in ways to streamline data collection and analysis by using technology and other support service resources available.

REQUIRED QUALIFICATIONS:

Bachelor's degree in related discipline such as Accounting, Finance or General Business or equivalent combination of education and work experience. Proficiency in Microsoft Office (Excel and Access). Ability to interact with internal and external customers.



Qualified candidates are to specify the job reference number, job title and location where posting was detected in the subject line of the cover letter. Please email your credentials (cover letter and résumé) in the preferred format—the file should be MS Word 2003 compatible. Email credentials to judie.myers-gell@rochester.edu. To search for openings at the University of Rochester, visit online at www.rochester.edu/jobopp or <http://www.rochester.edu/diversity/staff/jobpostings.html>. Also, you may view our Benefit package at www.rochester.edu/working/benefits.