Senior Financial Analyst - Rollins School of Public Health

highheredjobs.com/search/details.cfm

Job Number: 160189

Department: SPH: Health Policy and Mngmnt

Remote Work Classification

Hybrid Remote

Health and Safety Information

Not Applicable

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Emory University is a leading research university that fosters excellence and attracts world-class talent to innovate today and prepare leaders for the future. We welcome candidates who can contribute to the excellence of our academic community.

Description

The Rollins School of Public Health (RSPH) invites exceptional candidates to support the Hubert Department of Global Health (HDGH) and the Department of Health Policy and Management (HPM) as a Senior Financial Analyst. Reporting to the Senior Director of Business and Administration, this role is ideal for a highly analytical professional who thrives working with complex data, builds and refines advanced Excel-based models, and strengthens financial operations through process improvement, automation, and thoughtful use of technology.

KEY RESPONSIBILITIES:

- Coordinates major financial reporting and budgeting activities.
- Ensures compliance with regulations and reporting requirements.
- Coordinates the correction of account balances, resolves funding issues and maintains proper accounting controls and procedures.
- Makes recommendations to management related to long-range financial and cash flow analyses.
- Prepares and analyzes statistical and financial reports, financial statements and supporting schedules.
- May assist in preparing, developing and monitoring department/organizational budgets.

- May maintain grant agreements, policies and guidelines; coordinate grant reporting requirements; review grant funding source compliance; and negotiate grant funding with awarding agencies.
- May perform indirect cost analysis.
- May hire, train, and supervise a small staff.
- Performs related responsibilities as required.

ADDITIONAL JOB DETAILS:

- Advanced proficiency in Microsoft Excel, including complex formulas, pivot tables, data modeling, and reconciliation tools
- Demonstrated ability to analyze large datasets, identify discrepancies, and produce accurate, audit-ready financial reports
- Experience improving financial processes through automation, standardized templates, and thoughtful use of technology
- Working knowledge of enterprise financial and HR systems common to academic medical centers
- Strong analytical, problem-solving, and critical-thinking skills
- Ability to manage multiple priorities and deadlines in fast-paced, evolving environments
- High level of attention to detail, accuracy, and professional judgment
- Excellent written and verbal communication skills

Advanced Excel & Financial Modeling

Above advanced proficiency in Microsoft Excel, including:

- Complex formulas and nested functions
- Pivot tables and pivot charts
- Power Query and data transformation
- Dynamic financial models and scenario analysis
- Reconciliation and audit-ready workbooks
- Ability to design scalable, well-structured spreadsheets that support repeatable monthly, quarterly, and annual processes
- Strong documentation and version-control practices within financial models

Data Management & Systems Thinking

- Demonstrated ability to work across multiple financial and HR systems, identify data gaps, and reconcile discrepancies
- Experience extracting, validating, and normalizing large datasets for analysis and reporting
- Strong systems-thinking mindset - able to understand upstream and downstream impacts of financial data flows

Appropriate Use of AI & Automation Tools

- Curiosity or experience using AI-enabled tools
- Improve efficiency in data validation, reconciliation, and reporting
- Support model development and scenario testing
- Ability to reduce manual, repetitive processing while maintaining data integrity
- Strong judgment regarding appropriate and compliant use of AI

Process Improvement & Optimization

- Demonstrated experience identifying opportunities to:
- Streamline financial workflows
- Reduce manual effort
- Improve accuracy and turnaround time
- Ability to design templates, trackers, and dashboards that enhance transparency and decision-making
- Comfort operating in environments where systems and processes are evolving or imperfect

Analytical Rigor & Accuracy

- Exceptional attention to detail paired with the ability to analyze trends and anomalies
- Strong reconciliation discipline with clear documentation of assumptions and adjustments
- Ability to independently validate results before escalation or reporting

MINIMUM QUALIFICATIONS:

> Bachelor's degree in accounting, business administration, finance or a related field and four years of financial analyst or accounting experience, OR equivalent combination of experience, education, and training.

NOTE: This role will be granted the opportunity to work from home regularly but must be able to commute to Emory University on a flexible weekly schedule based upon business needs. Schedule is based on agreed upon guidelines of department. This role requires residency in the state of GA. Emory reserves the right to change remote work status with notice to employee.

Additional Details

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