

Financial Analyst – Woods Hole Oceanographic Institution

Job Summary

Woods Hole Oceanographic Institution is currently searching for a *Financial Analyst* to join the Finance & Accounting Department. This is a regular, full-time, exempt position, and is eligible for benefits.

Reporting to the Director of *Financial Planning & Analysis*, with matrixed reporting to the *Research Administrator* in the Office of the Deputy Director & Vice President for Research (DDVPR), this position is responsible for collecting, monitoring and studying information to provide meaningful analysis used in financial planning and activity in the Office of the DDVPR. The *Financial Analyst* works closely with members of the Office of the DDVPR providing routine reporting and analysis, assisting with the annual budget and interim forecasts including the budget administration and maintenance, identifying and implementing process automation opportunities, and liaises regularly with the Finance & Accounting department. The major components of this position regularly involve, but are not limited to, tracking, reporting and analysis on the Institution's endowment, and the award programs implemented by the Office of the DDVPR.

Essential Functions

- Perform cost and spending analysis by collecting, verifying, monitoring and analyzing data from various sources; providing trends and forecasts; explaining processes
- Generate monthly, quarterly and/or yearly financial reports and analyses according to WHOI specification
- Correspond regularly with Institution Principal Investigators and Department Administration teams to solicit, collect and accurately document financial data related to various accounts
- Prepare and reconcile detailed budgets and forecasts; Input data into tracking systems
- Monitor and report on variances vs. budget and forecasts
- Monitor and report on the Institution's endowment accounts including distributions and spending for the Office of the DDVPR and Finance & Accounting
- Monitor and report on various scientific awards and spending including which may include discretionary, cost share, scientific startups and WHOI's Investment in Science program
- Develop basic financial models to support ad hoc requests and assist in identifying opportunities for appropriate changes based on analysis
- Identify and implement reporting and process automation opportunities that will increase efficiencies and accuracy
- Enable strategic decisions by providing accurate and timely information on regular and ad hoc basis
- Reconcile activity by comparing and correcting data
- Prepare formal presentation materials

NON-ESSENTIAL FUNCTIONS:

- Performs other duties as deemed necessary.

Education & Experience

REQUIRED:

- At least three (3) years of financial analysis related experience, preferably in an academic, research or non-profit organization
- Experience in financial reporting
- Proficiency with Microsoft Office (Excel, PowerPoint)
- Analytical ability; problem-solving skills; strong attention to detail; excellent communications skills and ability to professionally correspond with all levels of staff

DESIRED:

- Bachelor's Degree in Accounting or Finance Preferred
- Experience with Business Intelligence/Decision Support Systems (BI/DSS) reporting & analytic applications

Physical Requirements

Physical duties for this position are mostly sedentary. Physical tasks include repetitive motion. Occupational requirements include working around others, with others, and independently. Physical duties are subject to change.

WHOI is an Affirmative Action/Equal Opportunity Employer/Disabled/Veterans/M/F. We encourage Veterans and those with Disabilities to apply. Applications are reviewed confidentially. Applicants that require accommodation in the job application process are encouraged to contact us at (508) 289-2253 or email eeo@whoi.edu for assistance.

WHOI offers comprehensive benefits to employees that include but are not limited to: Medical, dental, vision on day 1; Flex Spending Accounts/Dependent Care Accounts; Life Insurance/STD/LTD; Tuition Reimbursement (after 6 months); Generous 403b Contribution; great time off benefits