

**Posting Title:** Financial Analyst (Financial Assistant 2), UCP 5, Connecticut Small Business Development Center

The Connecticut Small Business Development Center (CTSBDC) is seeking a full-time Financial Assistant 2 (UCP 5). The incumbent will report to the State Director of the CTSBDC and will be responsible for a wide range of business, accounting, budgeting, fiscal and administrative functions for the CTSBDC. The position will be based at the CTSBDC Lead Office in East Hartford, CT, but in-state and out-of-state travel to other SBDC offices or other locations may be required. Some evening and occasional weekend hours may be required.

## **DUTIES AND RESPONSIBILITIES**

Include but are not limited to:

- Providing financial control on grant and operating accounts for all CTSBDC programs; staying informed of federal Small Business Administration, CT Department of Economic Community Development, UConn and Small Business Development Center policies and procedures; understanding and adhering to federal, state and university grant guidelines.
- Maintaining and monitoring financial records and accounting for all CTSBDC programs and cost centers and assuring adherence to sound accounting principles.
- Preparing reports as appropriate to meet state, federal, university and departmental requirements to include requirements of funded awards and cooperative agreements.
- Securing quotes from vendors for purchases and processing financial transactions in accordance with University policies and procedures and within SBDC regulations.
- Assisting in initiating travel requests with the Small Business Administration and the University, preparing staff travel expense reports and processing reports through UConn systems.
- Assisting in developing and managing approved budget and authorizing expenditures within both grant/funding agency and University guidelines.
- Preparing billing for accounts receivable.
- Preparing timely budget projections and analysis; analyzing fiscal impact of various policy options and/or new programs. Developing, maintaining and utilizing data to aid in creating budget/spending scenarios.
- Providing the School of Business Dean's Office with information necessary to prepare HR and personnel paperwork; handling student worker hire transactions.
- Tracking and maintaining comprehensive inventory of CTSBDC furniture and equipment.
- Supervising the work of student workers engaged in fiscal and accounting functions.
- Providing administrative support as needed.
- Representing the CTSBDC at events and functions within the state and at a national level.

## **MINIMUM QUALIFICATIONS**

- Five to ten years progressively responsible experience in financial record keeping, supervision and reporting.
- Work experience with financial management, accountability and/or financial analysis responsibilities.
- Demonstrated knowledge of budget preparation, including projections, and fiscal control methods.
- Demonstrated knowledge of accounting practices and procedures.
- Proven ability to work independently and exercise sound judgment.
- Demonstrated excellent written and oral communication skills.

- Demonstrated attention to detail.
- Excellent Microsoft Office skills, especially Excel and Word.
- Demonstrated ability to fit into a team environment that includes members at various locations.
- Demonstrated excellent interpersonal skills and ability to work effectively with others including external constituents
- Willingness and ability to work evenings and weekends and travel in-state and out-of-state on occasion.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in business, accounting or related field.
- Prior experience working with federal grants and grants reporting systems.
- Prior experience working within the state of Connecticut's fiscal procedures.
- Prior experience with systems analysis and data processing procedures.
- Prior experience using Quali, HuskyBuy or other financial reporting and purchasing systems.
- Proven ability in being resourceful in a similar/financial management position.

### **APPOINTMENT TERMS**

This is a full-time, 12-month, annually renewable position with excellent benefits.

### **TO APPLY**

Please apply online at [www.jobs.uconn.edu](http://www.jobs.uconn.edu), Staff Positions, Search #2020161. Interested candidates should submit a **letter of application, resume**, and the names and contact information of **three professional references**.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2020161)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on October 1, 2019.

All employees are subject to adherence to the State Code of Ethics, which may be found at <http://www.ct.gov/ethics/site/default.asp>.

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*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*