

Financial Systems Analyst Job Description

Duties and Responsibilities:

- Responsible for the improvement and operation of financial systems connected to the collection, retrieval, accessibility, and usage of financial data to facilitate department planning and activities
- Assist the Operations unit in the development and use of financial system applications
- Utilize automated systems in the analysis of financial problems
- Conduct assessment on software and hardware needs and design new or modified systems to meet changing demands
- Responsible for the maintenance of internal database files and tables and develop custom reports to meet the requirements of finance management and staff
- Configure system settings and options, as well as create specifications for systems to meet financial requirements
- Provide expert knowledge to users in the area of automated financial systems
- Provide leadership to cross-functional linked teams in addressing financial or systems issues.

Financial Systems Analyst Requirements – Skills, Knowledge, and Abilities

- Education: To work as a financial analyst, applicants are required to have a minimum of Bachelor's degree
- Knowledge: They must have broad knowledge with techniques in collecting data, analyzing information, generating reports, programming, and SQL Server. It is also vital that applicants are open to learning processes and can translate that knowledge to IT teams

- They may also be required to have a working knowledge of automation/programming and expertise in managing data in relational databases, and the application of data visualization tools (e.g. Tableau). Employers also look out for applicants with the ability to create automated reports and self-service tools, as well as use business intelligence tools
- Problem-solving skills: Applicants are required to have the ability to identify problems or gaps in the financial systems of an organization, solve problems in a creative manner, and implement opportunities for improvement
- Modeling skills: It is important that they can design and implement complex modeling tools to improve the financial performance of the organization
- Organizational and time management skills: They must be able to work within time constraints while managing multiple priorities
- Communication skills: Applicants for the financial systems analyst job are required to possess great oral and written communication skills to effectively execute their job responsibilities
- Collaborative skills: They must be able to work together with people from different units as required to help them address financial or system issues
- Computer skills: They should possess advanced computer skills, including expertise in Microsoft Excel using advanced formulas, pivots, charts, and graphs and VBA scripting; SQL Server 2017, including SQL Packages; creating queries, stored procedures, data imports and database optimization; and knowledge using Microsoft Visual Studio/SSRS
- Project management skills: Applicants are also required to have the ability to accomplish projects working with and through others. They must also consistently document procedures that were undertaken to address a problem.