***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Analyst, Management Advisory Senior**

Job Family: Finance, Budget, Accounting, and Internal Audit

Sub Family: Management Advisory

**Job Summary:**

The Management Advisory Senior Analyst position will perform various analyses to support UMB campus decision making by evaluating the adequacy, effectiveness, and efficiency of university operations and by assisting the department in its mission of providing oversight to campus departments. Determine whether departments are performing in compliance with University and University System of Maryland Board of Regents policies and procedures regarding internal, business, fiscal and operational accountability and compliance. Under the direction of Management Advisory Services (MAS) management, evaluates financial scope and objectives, and performs testing to accomplish reviews and special projects. Identify and determine documentation compliance deficiencies and recommend effective controls. Coordinate responses to USM Internal and other external audits. The Management Advisory Senior Analyst position is an integral part of the MAS team and is usually responsible for carrying out the following or similar duties in an independent manner and with minimal supervision.

**Essential Functions:**

* Develop, administer, and oversee specified purchasing transactions compliance monitoring function. Using a risk-based approach, and working with Management Advisory Services (MAS) management, develops the review methodology and related policies, procedures, and reports, as well as the annual periodic review plan and continuous monitoring efforts.
* Execute plans, making appropriate adjustments, if needed, and identify key issues that should be pursued further. Use data analysis software to develop efficient methods of identifying transactions for further follow-up.
* Compile for periodic distribution to UMB management, statistics summarizing the purchasing transactions compliance monitoring results, highlighting any non-compliance trends that could adversely affect future audit results and require further management consideration.
* Conduct preliminary evaluation of instances of suspected fraud or misappropriation to determine if the situation should be further investigated by USM internal audit. Keep management informed and participates in conclusions reached.
* Conduct complex and/or specialized financial, operational, and/or internal control reviews to ensure compliance with institutional policies and procedures and to devise the most effective and efficient methods of accomplishing the work, documents results, makes recommendations for improvements, and assists in the associated implementation, as necessary. Recommend policy/procedure enhancements where needed.
* Assist with MAS’ responsibility to coordinate, monitor, and respond to USM and legislative audits.
* Participate in developing and/or conducting advanced training, such as purchasing transactions refresher training to campus.
* Supervise, train, direct, and review the work of subordinate staff and keep management informed of progress and performance.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting, Business Administration, Business, Finance, or related field

Experience: Four (4) years of auditing, assessment of Internal controls, Financial analysis, or accounting experience is required. Higher education or governmental setting is preferred.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1250F

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30128 AAP Code: 3A