***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**

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

Sub Family: Management Advisory

**Job Summary:**

The Management Advisory 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. Assists in the determination of 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. Determines and documents compliance deficiencies and recommends effective controls. Assist in the coordination of responses to USM Internal and other external audits. The Management Advisory 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:**

* Designing and conducting or assisting in a wide range of management and other specialized reviews to:
  + assess the adequacy of internal controls
  + assess compliance with established rules, regulations, policies and procedures
  + assess effectiveness and efficiency of activities under review
* Documenting work performed, results obtained and suggestions for improvement in a clear, accurate, and technically concise manner.
* Assisting campus departments to correct identified deficiencies on an as needed basis.
* Assisting in the development and implementation of training programs as needs are identified.
* Keeping the management informed of work progress and improvements.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Accounting or business related field

Experience: Three (3) years of accounting, auditing, assessment of Internal controls, or Financial analysis experience required.

Supervisory:

Licensure/Certification: Certification (e.g., CPA, CIA) is preferred and may be substituted for two years of experience

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: E1250E

SOC Code: 132010 IPEDS: Business

EEO6 Code: Professional State Code: 9359007

USM eCode: E30128 AAP Code: 3A