



UNIVERSITY  
OF  
LOUISIANA  
L a f a y e t t e

# Staff Vacancy

**POSITION:** Accounting and Business Analyst

**EEO#BO 17-15**

**RESPONSIBILITIES:**

Reporting to the Director of Real Estate, the Accounting and Business Analyst performs professional accounting duties, supervises bookkeepers, accounting clerks, office managers, and other classified and unclassified team members, ensures compliance with University and state laws, rules, controls, and best practices related to accounting, compiles data and information, produces reports, and performs analyses of current and prospective business practices.

**Duties**

- Analyzes financial records, preparing qualitative and quantitative analyses focusing on variances from budget and prior data
- Prepares financial reports and statements, including revenue and expense reconciliations and projections, for assigned area(s)
- Leads accounting clerks, AP/AR clerks, business managers, and other team members, ensuring compliance with policies, laws, and best practices, and that proper controls are in place
- Collects and analyzes data relevant to current or proposed projects to determine efficiency and feasibility of projects
- Makes and implements recommendations to improve project outcomes or processes
- Develops written reports, plans, and presentations that make recommendations to leadership based on data analysis
- Assists in the development of business plans, financial analyses, and market analyses
- Evaluates the financial performance of current projects
- Trains new and existing team members
- Assists in and may lead the implementation of new processes, technologies, and departmental management software
- Performs other duties as assigned by supervisor

**QUALIFICATIONS:**

- Bachelor's degree in accounting or a related field
- Experience analyzing data, forecasting, making recommendations, and presenting results
- Ability to plan, organize, analyze, and problem solve with attention to detail
- Mastery of Microsoft Excel and proficiency with other business and accounting-related computer applications
- Highly-developed analytical skills
- Experience with implementation of accounting controls, procedures, and best practices

**UNIVERSITY AND COMMUNITY:**

**(The following is to be included in each vacancy announcement)**

The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 18,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master's degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University's webpage at <http://louisiana.edu/>

**SALARY:** Commensurate with experience.

**ANTICIPATED STARTING DATE:** July 15, 2016

**APPLICATIONS:**

Applicants should send a cover letter, resume, and list of three references to:

Gray Bekurs  
Director of Real Estate  
University of Louisiana at Lafayette  
[gxb6149@louisiana.edu](mailto:gxb6149@louisiana.edu)

The cover letter should address, at minimum, the following:

1. Your experience and training in: a) financial report preparation, b) presentation of data to various groups, and c) creating or ensuring fiscal controls. Please address the nature, scope, and level of your responsibility.
2. Your experience and level of expertise with spreadsheet, database, and presentation software applications.

The University of Louisiana at Lafayette does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities as required by Title VI and Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Age Discrimination Act of 1975, the Equal Pay Act of 1963, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the 1990 Americans With Disabilities Act. - See more at: <http://personnel.louisiana.edu/employment-opportunities/policy-nondiscrimination>