

COLLEGE OF SAINT MARY

Financial Analyst

We are seeking a proactive, strategic, and critical thinking Financial Analyst to join our exceptional financial services team. This position is responsible for managing financial analysis, budgeting, forecasting, and various reporting within the institution. The ideal candidate is a detail-oriented problem solver who can collaborate with leadership, faculty and staff to strengthen financial decision making, ensure compliance with policies and regulations, and advance the institution's mission and goals. The Financial Analyst plays a key role in driving organizational efficiency, delivering actionable insights, and supporting initiatives that shape academic, administrative, and community operations.

Our Ideal Candidate's Education and Experience Include:

- Bachelor's degree in Finance, Business Administration, Accounting, or a closely related field. Master's degree or CPA designation is preferred.
- Experience: 3–5 years of progressive experience in financial analysis, budgeting, or related fields.
- Demonstrated experience with grant accounting, compliance, and reporting processes, particularly in the context of institutional or research grants. Familiarity with federal, state, or philanthropic funding sources (e.g., Title IV programs, NIH, NSF, private foundations) is a strong plus.
- Experience: Experience in higher education or nonprofit finance is highly valued.

Key Responsibilities Include:

- Lead financial planning for grants and donor-funded programs, collaborating with departments to ensure budgets, reports, and compliance align with institutional and funder requirements.
- Provide financial leadership to academic and administrative units, delivering clear, actionable insights through forecasting, dashboards, and data-driven reporting.
- Support strategic budgeting and forecasting, including multi-year institutional models, program evaluations, and cost optimization strategies.
- Drive process and quality improvements by partnering across teams to enhance workflows, improve data accuracy, and streamline financial operations.
- Serve as a key resource for donor and grant impact reporting, reconciling gift accounts and analyzing philanthropic contributions to inform fundraising strategies.
- Build financial literacy across campus, training faculty and staff on budgeting, compliance, and performance tracking to support institutional success.

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Financial Analyst](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.