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# Example of Financial Administrator Job Description

Our innovative and growing company is looking for a financial administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for financial administrator

* Host Analytics System Database Administer
* Reviews WebNow daily for new pending invoices
* Prepares analysis & reports
* Participates in determination of budget including fiscal resource allocation of appropriated, discretionary, endowment and/or gift revenues
* Monthly project reconciliation against departmental spreadsheets
* Assist with purchasing and processing of payments on the professor's projects
* Preparing, tracking and reporting budgets and spending for all OEC accounts
* Serving as a source information regarding policies and procedures with respect to the hiring processes OEC student employees
* Using a PCard to assist OEC with purchases of supplies and materials
* Processing travel/purchase requests (being a strong user of T&E and BuzzMart)

## Qualifications for financial administrator

* Minimum of 10 years of experience within a Finance/Accounting organization
* Ability to initiate improvements in finance systems and process’
* Past experience with financial reporting systems (BW, Cognos, Essabase, crystal reports ) required
* Prior experience with accounting/GL systems required, SAP experience preferred
* Experience with an automated planning/forecasting system preferred
* MDX Programming preferred