

GORDON COLLEGE

Position Description

Title: Financial Analyst

Function: This role reports directly to the Chief Financial Officer and works closely in collaboration with the Office of Institutional Research. The Financial Analyst plays a key role in supporting the financial health and strategic planning of the college overall. The primary responsibility of the role is to provide financial insights that inform program planning, enrollment strategy, and long-term academic sustainability through scenario modeling, return-on-investment (ROI) analysis, and market-informed financial research. This role bridges financial and academic perspectives and supports strategic decision making as directed by the CFO and Director of Institutional Research.

Essential Responsibilities:

Strategic Financial Planning & ROI Analysis

- Support the development of multi-year financial plans aligned with enrollment and academic strategy.
- Model the financial impacts of tuition, retention, and programmatic shifts on institutional sustainability.
- Partner with the Provost to align financial resources with academic priorities.

Decision Support & Scenario Modeling

- Provide actionable recommendations on faculty lines, strategic investments, and resource allocation.
- Develop dashboards, forecasts, and scenario analyses to guide academic decision-making.
- Evaluate program and school-level finance performance.

Market & Enrollment Analysis

- Collaborate with Institutional Research to integrate academic and financial data into planning.
- Analyze enrollment and demographic trends to project new revenue impacts.
- Conduct financial modeling for market analyses, new program feasibility, and

competitive positioning in collaboration with the Transformation Office.

Academic Strategy Alignment

- Support academic leaders in developing fiscally responsible proposals for innovation and growth.
- Support academic leaders in financial reporting for grant applications and grant management as needed and in collaboration with the Office of Grants and Sponsored Programs.

Collaboration & Communication

- Serve as a bridge between the Finance Office, the Provost's Office and Deans to ensure transparency.
- Present financial analyses in clear, accessible ways to academic leaders and non-financial stakeholders.
- Promote data-informed decision-making across schools, departments, and academic support units.

Required Knowledge Skills and Abilities:

In order to fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon's Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon's Statement of Life and Conduct; and must work to advance Gordon's mission through this position
2. Bachelor's Degree in related field; strong preference for Bachelor's of Finance, Economics, or Business degree.
3. Three to five years of experience in financial analysis, planning, or strategy (higher education or mission-driven non-profit preferred).
4. Ability to work together with a range of people including faculty, administration, students, staff, etc.
5. Demonstrated expertise in financial modeling, forecasting, and ROI analysis.
6. Strong proficiency with Excel. Ability to learn other software.
7. Ability to communicate complex financial data clearly to academic audiences.
8. Strong verbal and written skills.
9. Strategic thinker able to connect financial insights to mission and long-term priorities.

Preferred Qualifications

1. Master's degree (MBA, MPA, or related).
2. Experience with program costing, enrollment-driven budgeting, and academic ROI modeling.
3. Experience with R or Python programming languages.
4. Familiarity with business intelligence and data visualization tools (e.g., Tableau, Power BI). and financial/ERP systems (e.g., Workday, Banner, Oracle).
5. Understanding of higher education accreditation, compliance, and market dynamics.

Position Code: CON-FINANA

Grade: 7

FLSA Status: Exempt