



# Wayne County Community College District

## District Office

801 W. Fort Street  
Detroit, MI 48226  
(313) 496-2765  
(313) 963-5816 fax

[Human Resources](#)

### Notice of Position Opening

#### Internal Only

Full Time

District Financial Analyst  
(E002-25)

Deadline: **July 7, 2025**  
Reports to: **CFO**  
Grade / Level: **Exempt/Pathways**

#### Broad Function:

The position is responsible for reviews and analysis of the campus overall business operations that includes: analyzing the campuses budget usages, expenditures, contract compliance, cash control, inventory, and all other internal controls. The candidate must be able to recognize potential financial issues or unusual financial relationship at the campuses. Have the ability to ask the right questions, listen and analyze the data to make a sound decision regarding internal controls and report the finding to the District Director of Finance Operations.

#### Additional Specific Duties and Responsibilities:

- Analyze existing operating procedures, systems, methods, and initiate a series of operating procedures that amplifies the District Internal Controls.
- Analyze all daily cash transaction to ensure that the District Cash Controls procedures are followed.
- Prepare a monthly analysis of the Campuses Telecheck reports.
- Prepare reports for the District Director of Financial Operations touting the campuses strength, and weakness as related to the District Internal Controls.

#### Knowledge and Abilities:

Knowledge of current technologies used in instruction: various microcomputer hardware, peripherals, and operating systems; network systems, various microcomputer packages (including information processing, database management, spreadsheet analysis, and graphics); authoring languages and systems, instructional design techniques and procedures. Ability to learn, use, and troubleshoot new technologies. Ability to develop instructional materials, with person contacted in the course of performing assigned duties.

#### Education/Experience Requirements:

Bachelor's Degree in Business Administration with an emphasis in Finance or Accounting is required.

#### Other:

Have a strong working knowledge of various database programs (Access or Approach), Word Processing programs (Word or Word Pro), spreadsheet analysis (Excel or Lotus 123), and presentation programs (PowerPoint, Freelance

or Macromedia); the candidate must be a detail person with good mathematical skills, the applicant must be committed to the business philosophy of the District; a willingness to work hours as needed to meet deadlines; the ability to think strategically and assist in the District goals of excellence.

**Application Procedure:** Applicants must submit the following to [jobs@wcccd.edu](mailto:jobs@wcccd.edu) for immediate consideration:

Wayne County Community College District application form which can be found at [www.wcccd.edu](http://www.wcccd.edu) then go to: Divisions-Human Resources-Employment Application; Cover Letter explaining how your experience and education qualify you for the stated requirements of the position; Resume or Curriculum Vitae ; Copies of your undergraduate and graduate college transcripts (unofficial copies are acceptable during the application phase; official copies will be required upon hire) ;Three letters of recommendation

**Please reference this staffing number on all documents: E002-25**

#### **EQUAL OPPORTUNITY EMPLOYER**

**Mail Resume to: Wayne County Community College District, Attention: Human Resources,  
801 W. Fort Street, Detroit, MI 48226 or e-mail your resume to: [jobs@wcccd.edu](mailto:jobs@wcccd.edu)**

#### **Statement of Compliance**

Wayne County Community College District (WCCCD), pursuant to the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age Discrimination Act of 1975, the Vietnam-Era Readjustment Act of 1974, the Elliot-Larsen Civil Rights Act, Executive Order 1146, and Title II of the Americans with Disabilities Act (ADA) complies with all Federal and State laws and regulation prohibiting discrimination and with all requirements and regulations of the U.S.

Department of Education. It is the policy of WCCCD that no person, on the basis of , or political affiliation or belief, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to employment or in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. (Policy adopted by the Wayne County Community College District Board of Trustees, July 28, 1993).

#### **Notice of Non Discrimination Policy**

Any questions concerning Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, or inquires related to Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of handicap, or the College's Statement of Compliance with Federal and State law should be directed to Director of Human Resources, Wayne County Community College District, 801 W. Fort, Detroit, MI 48226 or by calling: 313-496-2765.