

**CAROLINE COUNTY PUBLIC  
SCHOOLS POSITION DESCRIPTION  
Job Description: Financial Analyst**

<b>JOB TITLE:</b> Financial Analyst	<b>LOCATION:</b> Central Office
<b>IMMEDIATE SUPERVISOR:</b> Lead Payroll Specialist	<b>WORK SCHEDULE:</b> 12M - 260 Days - 8 Hrs. <b>PAY GRADE:</b> 217 <b>PAY STEPS:</b> 0 (\$22.82) - 30 (\$38.77) hourly
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Non-Exempt
<b>EDUCATION/EXPERIENCE:</b>  Associate degree with at least 5 years' experience in accounting/finance prefer school finance; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.	

**GENERAL RESPONSIBILITIES:**

Under general supervision to perform highly-complex financial support work and accurately calculate and timely distribute employee compensation/benefit deductions and financial accounting reporting according to generally accepted accounting principles, established procedures, and departmental regulatory requirements applicable to the work.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Has strong knowledge of federal, state, and local regulations; Is familiar with accounting principles, methods, and practices with experience in automatic accounting system; Has strong PC skills including proficiency in Microsoft Office, especially Excel; Has ability to deal sensitively with confidential material; Performs detailed work involving written or numerical data;

Analyzes and resolves various payroll discrepancies; Performs mathematical calculations rapidly and accurately; Works well under pressure to meet required deadlines; Has strong work ethic and is a team player; Exhibits high degree of professionalism; Deals successfully with the public and departmental personnel in person, through email, and over the telephone.

- Processes and reconciles vendor withholdings related to employee benefits, ensuring accuracy and compliance with established procedures.
- Administers, processes, and reconciles Virginia Retirement System (VRS) transactions, including required reporting and compliance activities.
- Prepares and completes required state and federal financial reports in accordance with applicable regulations and deadlines.
- Conducts financial analysis and prepares projections of account activity to support budget and fiscal planning.

- Ensures accurate implementation, transmission, and reconciliation of all payroll deductions.
- Records, tracks, and verifies monthly revenue through Electronic Data Interchange (EDI) & Locality Ledger systems and other accounts receivables processes.
- Prepares financial reports and summaries for presentation to the School Board and division leadership.
- Communicates benefit changes and monitors/collects retiree health insurance premiums.
- Completes required payroll tax reporting and related filings.
- Assists in the preparation and processing of division payrolls for all employee groups, including contracted, hourly, and daily staff across all funding sources.
- Verifies, reconciles, and resolves discrepancies in payroll records, including absence reporting, timecards, and timesheets.
- Prepares a variety of payroll-related documents and data reports.
- Processes court-ordered wage garnishments, child support orders, and tax levies in compliance with applicable laws and regulations.
- Assists with preparation for the annual financial audit, including documentation and reconciliation support.
- Performs other duties as assigned by the Lead Payroll Specialist and Director of Budget and Finance.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.