Charleston County SCHOOL DISTRICT
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Position Title:	Finance Analyst II-Budgeting	**PCN:**	15810203
Department/School:	0158-Budget Office	**Location/ Address:**	3999 Bridgeview Drive North Charleston, SC 29405
Reports to(Title only):	Finance Supervisor-Budget	**Work Hours**	8:00 am to 5:00 pm
Salary/Position Category:	☐ Non-Certified Administrator ☐ Certified Administrator ☒ Non-Exempt Hourly ☐ Teacher		
Position type/ Grade (to be completed by HR)	B32	**Position # of days**	240
Travel Required	Some local travel	**FLSA Status**	☐ Exempt ☒ Non-exempt

Job Description

JOB PURPOSE/REASON:

Maintains files, schedules and reports of Special Revenue funds from grant award stage to closing of grant files. Frequent contact with district and school personnel. Job requires attention to detail and the ability to work independently. Performs work under varying conditions to include schools and offices.

REQUIRED QUALIFICATIONS:

EDUCATION: ☐ High School Diploma or Equivalent ☒ Associate's Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Other

EXPERIENCE & TRAINING:

Associates Degree
3-4 years Accounting or Bookkeeping technician experience
**Associates Degree in Accounting preferred

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LICENSING/CERTIFICATION:

OTHER SKILLS/REQUIREMENTS:

Computer proficiency with MS Office Suite; Ten key touch proficiency; excellent customer relations skills; keen attention to detail; strong interpersonal skills; strong analytical skills; effective written and oral communication skills; ability to work independently; must have a valid SC Driver's License and dependable transportation for work conducted at school and Department sites.

PREFERRED QUALIFICATIONS:

Bachelors Degree in Accounting; 3 to 6 years of Accounting, Budgeting or Bookkeeping experience

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers
Indirect Reports: ___ # of non-exempt/classified ___ # of exempt/administrators/teachers

PRIMARY POSITION RESPONSIBILITIES:

- Provides technical support and program accounting information to school principals, bookkeepers and central office department and programmatic personnel with respect to General Operating, Special Revenue, and EIA fund budgets
- Conducts classes and assists with training on MUNIS general ledger
- Performs all related accounting tasks for Special Revenue / EIA funds to include preparation of budgetary and general journal entries for review by Supervisor
- Analyzes and inputs all budgets, budget and expenditure transfers, amendments and corrections to program accounts
- Prepares reports compiling the monthly expenditures by fund for use in completing reimbursement claims sent to the appropriate funding agency.
- Prepares and reconciles monthly, quarterly and annual financial reports for Special Revenue / EIA funds
- Reviews all grant proposal forms for special revenue funding for proper account coding, mathematical accuracy and compliance with District financial policies
- Coordinates with the Office of Staff Allocations for initial level and subsequent changes to staffing allocations for assigned schools and funds to include:
  - Verification of sufficient funding level for staffing requests
  - Computing value of point change forms for review by supervisor
  - Maintaining an accurate system of position control numbers (PCNs)
- Generates periodic Dashboard financial information for review by Supervisor
- Assists with external audit and year-end closeout to include:
  - Analysis of revenue and expenditures by fund and location
  - Compliance review in accordance with State Department Single Audit Guide

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PRIMARY POSITION RESPONSIBILITIES, CONTINUED:

SECONDARY POSITION RESPONSIBILITIES

- Maintains administrative records and files in compliance with policies and regulations;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and provides suggestions for a new or improved ways of addressing such problems; and
- Performs other duties as assigned by the supervisor.

PHYSICAL/MENTAL REQUIREMENTS:

Ability to work with little supervision, meet routine and critical deadlines that can fluctuate; organization is key to alleviate stress.
Ability to complete moderately complex administrative paperwork.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

Department Head	Ann Hill	Date	02/22/2022
Associate/Chief/Executive Director		Date	
Superintendent (if applicable)		Date	
Human Resources	Leslie A. Phillips	Date	02/22/2022