



Genesee Intermediate
School District

Genesee Intermediate School District
Human Resources and Operations

Employee Job Description

Job Title:

Finance Analyst for Shared Business Services

Job Summary:

The Finance Analyst for Shared Business Services is the lead and/or advanced analyst within one or more business functions of the assigned district(s). The Finance Analyst for Shared Business Services exercises a high degree of independent judgment and has significant accountability for ongoing projects associated with payroll, reconciliations, providing ongoing training and mentorship to business office staff, and other specialized projects under the direction of the assigned Finance Director of Shared Business Services.

Essential Duties (May include, but not limited to):

1. Performs complex and accurate fiscal and budget analysis, reconciliations, and postings under limited direction.
2. Performs complex professional accounting duties relating to the school system's programs and projects.
3. Develops and maintains written procedures and internal controls for assigned district(s).
4. Evaluates and ensures separation of duties, including implementation of best practices of business office procedures.
5. Maintains the general ledger, completes monthly bank account reconciliation(s), and assists the accounting staff with other tasks as assigned.
6. May perform certain business office functions, such as payroll, accounts payable, and accounts receivable, as assigned.
7. Performs professional accounting work of moderate difficulty to ensure compliance with GASB, GAAP, and applicable grant requirements.
8. Provides direction, training, and work review to assigned mentees and local district team members.
9. Prepares journal entries and periodic reconciliation of general ledger, journal, and bank statements.
10. Researches complex problems to their conclusion, makes recommendations, and works with the Manager of Shared Business Services to ensure resolution to such problems.
11. Develop and update instruction manuals as it relates to job duties.

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12. Ensures compliance with board policies, district guidelines, governing status/regulation, and professional ethical standards with regard to all financial matters.
13. Prepares audit preparation related to payroll, including 941 reconciliation and summer savings.
14. Assists the local district staff members in various accounting procedures for assigned local school district(s).
15. Assists in the development and implementation of new procedures and features to enhance the workflow of the department or assigned district(s).
16. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
17. Develops and updates operating and instruction manuals, as they relate to the job duties and the implementation of new software.
18. Reviews, reconciles, and verifies bank transactions.
19. Reviews and updates user permissions in various software programs specific to the assigned district(s).
20. Develops and conducts individual training to provide technical assistance and guidance to department and school site personnel on processes and procedures or software programs.
21. Assists assigned local district staff with payroll process, accounts payable, fringe benefit insurance reconciliations, and other business office functions.
22. Maintains a working knowledge of all accounting areas of operation within the business services department.
23. Consistently models Win-Win leadership.
24. Prepares data analysis/financial reports with the use of the financial system and supplemental spreadsheets.

Other Duties:

1. Assists as a backup in accounting functions outside of essential duties.
2. Assists in the preparation of special projects.
3. Composes and prepares correspondence.
4. Performs other duties as assigned.

Qualifications:

Education:

Bachelor's degree required in finance, accounting, business, management, human resources, educational administration, or related field.

Experience:

Minimum three years' experience in accounting and/or business management required, or demonstrated skills to successfully perform essential duties. Experience with SchoolsOPEN software preferred.

Skills/Other:

Ability to work with a high degree of detail under the pressure of externally imposed deadlines and with frequent interruptions. Ability to pass proficiency testing at the intermediate level in the

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Use of Microsoft Word, Excel, business math, and spelling required. Ability to utilize district technology and work to maintain proficiency, as skill sets change with technology and/or the needs of the district. Ability to work with considerable independent judgment and professional knowledge in the areas of payroll, accounting principles, budgeting, and computer operations. Ability to demonstrate initiative and resourcefulness. Demonstrated knowledge of full general ledger requirements. Ability to work with an integrated accounting system with a specific understanding of the effects of transactions and their impact on financial records. Ability to solve complex problems logically and effectively, to work independently, to manage multiple tasks, and demonstrate effective time management skills. Excellent oral, written, electronic, and interpersonal communication skills. Ability to work a flexible workday, work week, and work year. Punctuality and good attendance are requirements for the position. Demonstrated mental/physical ability and stamina for meeting the essential duties of the position. Discretion with confidential information. Represents the district in a professional manner at all times. Demonstrate honesty, integrity, and professionalism at all times. Excellent customer service skills and the ability to maintain a calm, poised and professional image at all times. Ability to exercise good judgment and make decisions in accordance with board policies and established administrative guidelines.

Special Job Considerations:

Certification: Michigan School Business Official's certification

Type of Certification: None

Bargaining Unit: None

Salary Schedule: Supervisory Salary Schedule

Immediate Supervisor: Finance Director for Shared Business Services, as assigned.

Supervision:

Date: January 31, 2017, February 20, 2020; April 15, 2024 December, 2025, March 20, 2026

Approved: 

TLH: tla

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