POSITION GUIDE

Position Title: Financial Analyst II – FAST (Assigned to Compliance)

Department: Business Services

Reports to: Program Director – Operations and Financial Compliance

Code:

Group: Act 93, Zone 27

Date: November 2026

PURPOSE OF POSITION:

The purpose of this position is to support the work of the Business Services Department by conducting assigned projects and functions. This position will be assigned to the Compliance Team. Major areas of responsibility include balance sheet accounts, financial analysis, ROI calculations, cost allocation schedules, account reconciliation, management reports, cash and investment reconciliations, cashflow reporting, internal audits, and handbook management. Other areas of responsibility may include but are not limited to Enterprise Resource Planning-BusinessPlus testing and support, subrecipient monitoring, and ensuring compliance with Business Services Departments' policies and procedures.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high-quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high-quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embodying the Keys to our Culture***

1. **Cash and Investments** - Review cash and investment account reconciliations, investigate discrepancies, and escalate as appropriate to Program Director and CFO. Prepare cashflow reports to monitor cash inflows, outflows, and available balances and provide timely information for cash-management decisions. Monitor transactions/daily balances, cash & investment reports, and banking agreements to ensure compliance with the Board approved investment program. Release ACH instructions to the bank.
2. **Business Services Handbook** - Maintain and update Business Services handbook procedures to reflect current departmental procedures and practices and submit draft revisions to the Leadership Team Handbook Procedures Review queue for approval.
3. **Management Reports** - Prepare and maintain management reports and dashboards including the monthly Impact Report, Cognos Executive Dashboard, KPI Reports, Board Report reconciliations and tie-outs. Assist in completion of the Annual Financial Report (AFR). Budget to Actual report analysis for CFO.
4. **ERP-Business Plus/General Ledger Maintenance** - Assist with general-ledger maintenance, including compliance with the Pennsylvania Department of Education Chart of Accounts and maintenance of control-key data, approval queue maintenance, GL description maintenance, testing of upgrades/reports, and Cognos training to support ad hoc report writing.
5. **Balance Sheet Accounts** - Perform fiscal management functions for assigned balance sheet accounts in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards, and applicable state and federal requirements. Duties include account analyses and reconciliations, reclassification entries, balance-sheet accruals and reversals, journal entries to support timely monthly and year-end closing entries.

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6. **Cost Allocation Schedule** - Prepare and maintain cost allocation schedules for Internal Service Fund (ISF) and other shared-cost programs. Verify supporting data and reconcile allocated costs to the ISF programs and other shared-cost programs.
7. **Internal Audit** - Perform internal audit functions, prepare workpapers and assist with program-specific audits and monitoring visits as assigned.
8. **Subrecipient Monitoring/Risk Assessment** - Administer subrecipient monitoring activities, including issuing required letters, reviewing financial statements and supporting documentation, following up on findings, and maintaining related records. Oversee risk assessment process for subrecipients.
9. **Financial Compliance** - Assist the Program Director with ensuring compliance with Board policy, administrative procedures, applicable laws and regulations, fiscal guidelines, grant requirements, and Business Services policies and procedures.
10. **Grant Compliance** - Maintain the grant database including project numbers, due dates, grant agreements, grant guidelines, OMB Compliance Supplement Guide - ALNs, application, etc. Maintain the due date calendar and initiate reminders.
11. Improve productivity and internal controls by developing automated applications, eliminating duplicate processes, coordinating information requirements, and recommending process enhancements.
12. Conduct financial analyses and return-on-investment (ROI) calculations for assigned projects and programs to support financial planning and management decisions.
13. Attend workshops and conferences to remain current with changes in financial, reporting, compliance, and assigned-program requirements.
14. Adhere to the established work schedule through regular and consistent attendance.
15. Work proactively as a team member to solve or assist with problems, issues, and opportunities.
16. Follow all federal, state, and local laws and requirements pertaining to privacy practices, including but not limited to FERPA and HIPAA, and observe and adhere to all IU13 policies and procedures.
17. Perform other duties as assigned or requested.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specific assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education/Experience: Bachelor's degree accounting or related field and at least 5 years related experience, with proven proficiency in all aspects of governmental accounting required; progressively responsible experience in financial analysis, complex accounting procedures, and management/supervision of employees required. MBA or CPA credentials preferred.

Technical Skills: Knowledge of generally accepted accounting principles and procedures in governmental entities, principles and techniques of budget preparation, statistical methods, and technical writing required; strong computer skills including hands-on experience with financial software solutions and proficiency with MS Excel and MS Word required. Proficiency with Cognos reporting is helpful.

Other Requirements: Effective interpersonal and communication skills; ability to work independently and proceed on own initiative with little guidance or prompt; ability to work efficiently and effectively; strong analytical skills, ability to handle confidential data, and must be detailed and highly organized.

SUPERVISION OF PERSONNEL:

Assigned FAST member(s)

LICENSE/CERTIFICATION:

Valid PA Driver's License and current auto insurance.

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PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	Sit: 90% Walk/stand: 10% Driving to other locations: <20%
Lifting:	Up to 20 lbs., lifting of light boxes and office material
Vision:	Close concentration; constant viewing/use of computer screen
Mental Demands:	Decision making, analyzing, calculations, and decision-making
Environment:	Hybrid work environment (normal office and home-based office)

I have reviewed the essential functions, knowledge and skill requirements, and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date

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