Financial Analyst

New Hanover County Schools

Job Description

Class: **Classified**
Division: Financial and Business Services
Dept: Finance

TITLE: **Financial Analyst**

QUALIFICATIONS:

1. Bachelor's degree in Accounting (preferred) or Business required
2. Knowledge of Generally Accepted Accounting Principles
3. Experience preparing balance sheet reconciliations and resolving reconciling differences
4. Experience preparing journal entries
5. Ability to keep accurate records, generate reports, ability to perform financial calculations, proficient in Excel, effective communication skills; and ability to work independently
6. Five years of experience in governmental accounting or related field preferred

REPORTS TO: Executive Director of Finance

JOB GOAL: Responsible for general accounting duties to include cash management, account monitoring and reconciliation, school fund accounting and reporting

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.

2. Cash Management Duties to include:
   - Mange investment program in accordance with State Law and Board Policy
   - Monitor cash balances on a daily basis and request State/Federal Certifications and Local Bank Transfers
   - Review and process daily banking transactions in General Ledger
   - Process stop payments, voids, journal entries and other related transactions

3. Reconcile and process payroll tax and retirement payments in coordination with the Payroll Supervisor. Prepare supporting documentation for quarterly and annual payroll reports to the IRS and NC Department of Revenue.

4. Prepare various reports and surveys as assigned, including reports for Department of Labor, and Medicaid Administrative Outreach
5. Prepare monthly balance sheet reconciliations and investigate reconciling differences.
6. Serve as the finance liaison for Child Nutrition, providing oversight for the Child Nutrition accounting process.
7. Assist with the preparation of the Comprehensive Annual Financial Report and related papers.
8. Perform additional duties as assigned by the Director of Finance.
9. Backup for School Treasurers support – includes training, school funds online
10. Backup for Fixed Asset process – includes annual fixed asset inventory, monitor, process and reconcile fixed asset transactions

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 75

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- • Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment and work independently.
- • Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks accurately and meet specific standards.
- • Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.