

The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

JOB DESCRIPTION



Position:	Financial Analyst
Reports to:	Director of Business and Finance
Employment Status:	Regular/Full-time
FLSA Status:	Exempt
Description:	Assists with the planning and managing of financial operations of the district

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Prepare and analyze all financial statements required by CSDE and other regulatory agencies for grants awarded to the Board of Education.
- Assist the Business and Finance Director with all daily, quarterly, yearly, and other ongoing fiscal operational needs
- Prepare financial statements for audit and internal purposes
- Perform all duties in a professional manner and in accordance with Board policies and guidelines
- Oversee the development of the annual Board of Education Budget
- Monitor the District's budget and work with various departments regarding internal, state and federal reports
- Provide updates for the BOE Finance Committee as requested by the Director
- Develop and maintain a working relationship with governmental agencies
- Provide internal audit and compliance services as required
- Attend workshops, seminars, and in-services to keep current on all matters influencing the general operation of the Business and Finance Department
- Provide accounting guidance to staff as needed
- Serve as MUNIS trainer and assist with new user training
- Assist with preparation of SBCH Cost Report and ensure financial accuracy
- Serve as P-Card administrator
- Provide assistance to Grant Manager in managing and monitoring their grants
- Coordinate the preparation of salary and benefit costs for budget projections
- Provide cost analysis and projections to assist in collective bargaining
- Manage and coordinate special projects and initiatives as assigned, from inception to implementation, inclusive of software updates and conversions
- Assist the Director with the development and implementation of various fiscal policies and procedures
- Applies principles of accounting to analyze financial information
- Prepares extensive financial, statistical and narrative reports; and related presentations as required
- Prepare financial statements for audit and internal purposes
- Researches and analyzes financial data to ensure accuracy and integrity of data
- Assists in the annual audit process
- Monitor and understand the payroll process
- Be able to perform payroll processes as needed

Other Duties and Responsibilities:

- Respond to routine questions and requests with tact and diplomacy in a timely manner
- Serve as a role model for students and staff
- Establish and maintain cooperative professional relationships
- Maintain a level of approachability by administration and staff

- Work with staff to foster their professional growth
- Perform other related duties as assigned by the Business and Finance Director

Qualifications/Certificates:

- Bachelor’s Degree in Accounting, Finance or other related degree
- 5 years previous accounting or internal auditing experience
- High level of computer aptitude used in problem solving and forward progress/new implementations
- Managerial ability encompassing organizational, verbal, and written communication skills
- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem-solving skills
- Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts
- Considerable knowledge of core municipal finance practices including: budget preparation and strategic planning, fund accounting, procurement, capitalization of assets and financial reporting in accordance with generally accepted accounting principles

Additional Working Conditions:

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

Equipment Operated:

Computer/Laptop Printer Scanner Smartphone

Required Testing

None

Continuing Educ./Training

Clearances

Fingerprint/Background

Evaluation:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

Signature

Date