

WARREN COUNTY PUBLIC SCHOOLS

JOB TITLE:	Financial Analyst
JOB CLASS CODE:	7181
CLASSIFIED/CERTIFIED:	Classified
REPORTS TO:	Director of Finance
SALARY SCHEDULE:	175
FLSA STATUS:	Exempt

REQUIRED QUALIFICATIONS

Any combination equivalent to: bachelor's degree and three years professional experience in a school business setting or a related field.

DESIRED QUALIFICATIONS

A minimum of five years' experience in professional accounting activities

Demonstrates and/or develops skills to effectively operate a computer and experience with automated record- keeping systems.

Bachelor's Degree in accounting

SCOPE OF RESPONSIBILITIES

Perform quantitative analyses necessary to prepare various financial statements and reports for management planning, control and decision-making purposes for assigned area; assure the program or District's financial status as to budget allocations and receipts and disbursements; responsible for the preparation and financial accounting of assigned programs of the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintain the financial records for assigned programs and activities, making appropriate journal and general ledger entries and preparing appropriate journal and general ledger entries and preparing appropriate accounting reports and financial statements for long- and short-term strategic planning.

Plan, develop and monitor related management information systems.

Prepare various finance statements for assigned activity such as monthly statements on a comparison of budget allocation to actual expenditures.

Assist Internal Audit with audits as assigned; assist Budget Office in estimating portions of the overall District budget.

Prepare financial analysis of revenues and expenditures and compare to other school districts in State and out of the state as assigned.

Maintains the financial records for assigned programs and activities, preparing and making appropriate journal and general ledger entries and preparing appropriate accounting reports and financial statements for long- and short-term strategic planning.

Perform difficult and complex accounting work in the preparation, maintenance and review of District financial records, accounts and reports.

Assure compliance with applicable District policies, procedures and governmental regulations. Interpret, apply and explain rules, regulations, policies, procedures and governmental regulations.

Oversee administration of Model Procurement as well as manage grant and construction accounting

Assure collection and reconciliation of occupational and net profit tax

Performs other duties as assigned by the Director of Finance or Superintendent

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PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. At times, the work requires bending, squatting and reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity and driving automotive equipment.

TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with adopted classified personnel salary schedule. Leave accrual will be as stated in Board Policy.

EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel and in accordance with evaluation requirements of any subcontracting agency. Evaluations will be conducted by the Director of Finance.

I, _____, have read and understand the terms
(name of employee) set forth in this job description.

Signature of Employee

Date