

TITLE: Finance Analyst

FLSA: Exempt

QUALIFICATIONS:

1. A bachelors' or master's degree with a major in accounting or business administration, and/or a certified public accounting certificate.
2. Experience in the accounting field in either the business or school environment.
3. Such additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO: Sr. Director of Business and Institutional Services

SUPERVISES: Personnel as assigned by the Director

<u>JOB GOAL:</u> To manage day-to-day accounting operations of the district and recommend cost-effective management systems. Prepare reports to various government agencies on financial activities of the district. Implement internal business operating procedures.

PERFORMANCE RESPONSIBILITIES: *Essential Performance Responsibilities

- * 1. Supervises maintenance of accounting records and preparation of year-end accounting reports.
- * 2. Responsible for general ledger, accounts payable, accounts receivable, property and payroll accounting.
- * 3. Assist in the preparation and development of the annual District budget, including categorical funding and school budgets, and participate in budget planning and review activities.
- * 4. Prepares external reports and surveys for use by other agencies, associations and companies.
- * 5. Maintains chart of accounts to accommodate changing reporting needs of the district.
- * 6. Implements actions to ensure the adequacy of accounting practices, handling of funds, internal controls, and reporting to government agencies.
- * 7. Prepare required periodic reports such as the annual cost report, and Medicaid reimbursement.
- * 8. Prepare budget amendments for Board approval.
- * 9. Ensure timely and accurate reporting of financial information and make recommendations.
- * 10. Analyzes the District's expenditures and utilization of other resources as part of an ongoing evaluation of effectiveness of the overall District's operations.
- * 11. Coordinates financial and compliance audits of the District.
- * 12. Confer with supervisors and department heads on matters relating to fiscal administrative and budgetary policy.
- * 13. Advise the Director of the financial implications of various plans under consideration to meet the needs of the District.
- * 14. Assist the Director with the design and implementation of business systems as required by the changing needs of the District.
- * 15. Keep abreast of standards and assist in developing and implementing new/revised accounting and reporting procedures in assigned functional area.
- * 16. Reconcile year end warehouse inventory including gas/diesel, transportation garages, food service, office, teaching, maintenance, and custodial supplies.
- * 17. After each post, prepare and post journal entries to record interfund receivables/payables.
- * 18. Prepare and file unclaimed property report.
- * 19. Perform necessary year end procedures to balance and prepare journal entries for all account payables.
- * 20. Prepare annual cash flow projections.
- * 21. Maintain positive cash flow in bank accounts. Supervise coding of revenues and expenditures.
- * 22. Responsible for creating and reconciling supporting schedules for accrual accounts, preparing journal entries and closing books on an annual bases.
- * 23. Assists in collective bargaining.
- * 24. Assists with risk management and other insurance activities.
- 25. Performs other duties as may be assigned by the superintendent or supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Noise level in the work environment is usually quiet to moderate.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the District's approved compensation. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.