

PCSB: 6558  
Pay Grade: E04

FLSA: Exempt  
PTS

<b>FINANCIAL REPORTING ANALYST – ACCOUNTING/FINANCE</b>
<p><b>REPORTS TO:</b> Director, Accounting Administrators for Finance and Business Services Administrators for Operational Services</p>
<p><b>SUPERVISES:</b> Support Staff</p>
<p><b>QUALIFICATIONS:</b> Graduation from an accredited college or university with a bachelor's degree in Accounting, Finance, Business Administration, Mathematics, Statistics or related field.</p> <p><b>PREFERRED:</b> Experience in public school finance or governmental accounting. CPA designation or CPA Candidate accreditation. Demonstrated computer skills with emphasis on personal computers and related software, in particular EXCEL.</p>
<b>MAJOR FUNCTION</b>
Performs advanced, specialized, professional work involving financial and data analysis.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Examines techniques for validity and utilizes proven methods in estimating and identifying expenditures in terms of cost centers and programs; prepares and analyzes related cost accounting reports.</li> <li>• Applies knowledge of current accounting practices, procedures and principles in analyzing, interpreting, translating, and communicating with full disclosure the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports.</li> <li>• Facilitates management's control of financial operations and funds by preparing, analyzing, and interpreting appropriate financial statements and reports.</li> <li>• Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund.</li> <li>• Analyzes, interprets, translates, and communicates information contained in both monthly and annual financial statements; identifies and communicates financial trends and related future fiscal impacts. Develops information and reports for management's use in financial decision-making.</li> <li>• Utilizes computer software applications as necessary in developing financial statements, spreadsheets and reports.</li> <li>• Oversees the development, preparation and monitoring of all the district's financial accounting reports.</li> <li>• Determines and demonstrates the school district's compliance with finance-related legal and contractual provisions, particularly in areas such as indirect costs and FA399.</li> <li>• Provides budget analysis and accounting reports for federal programs including the FA399 reports</li> <li>• Responsible for assessing cash needs and for requesting cash disbursements on Federal Direct and Federal through state funds, so as not to exceed the mandated limits pertaining to holding cash on hand.</li> <li>• Reconciles the accounting for capital projects among the five-year plant survey; the three-year capital outlay plan; actual contracts for planning, engineering, and construction; and invoices paid and encumbrance balances.</li> <li>• Supports the development of the District Cost Report.</li> <li>• Coordinates activities with the budget department, central accounting, and institutional services.</li> <li>• Performs other related duties as assigned.</li> </ul>

**FINANCIAL REPORTING ANALYST – ACCOUNTING/FINANCE**

**TERMS OF EMPLOYMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 8/31/21 LM; BOARD APPROVED: 9/28/21

**FINANCIAL REPORTING ANALYST – ACCOUNTING/FINANCE**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Financial Reporting Analyst – Accounting/Finance - PTS