

PCSB: 6562
Pay Grade: E04

FLSA: Exempt
PTS

FINANCIAL REPORTING ANALYST – BUDGET/FTE
REPORTS TO: Manager, Budget, FTE and Cost Reporting
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Accounting, Finance, Business Administration, Mathematics, Statistics or related field.
PREFERRED: Experience in public school finance or governmental accounting. CPA designation, CPA candidate or accreditation. Demonstrated computer skills with emphasis on personal computers and related software, in particular EXCEL, data mining and databases.
MAJOR FUNCTION
Performs advanced, specialized, professional work involving financial and data analysis relating to Budget/FTE.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • 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. • 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. • Facilitates management's control of financial operations and funds by preparing, analyzing and interpreting appropriate financial statements and reports. • Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund. • 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. • Utilizes computer software applications as necessary in developing financial statements, spreadsheets and reports. • Develops, prepares and monitors the district's budget plans. Projects, analyzes and prepares district salary budgets. • Provides budget analysis reports for administration and departments. Prepares preliminary reports used for state reporting of stimulus funding. • Assists, advises and reviews department base budgets. • Develops, prepares and analyzes documents for Public Hearings and Annual Budget Summary publications. • Develops reports for analysis and distribution of Position Control information. Researches budget anomalies and makes recommendations and adjustments. Develops ad hoc reports as requested. • Works with schools, departments and FTE to identify and remedy FTE compliance issues. • Performs various cost analyses and develops cost reports for use by upper management in the decision-making process. • Ensures proper FTE collection and reporting. • Conducts training sessions for DMTs.

FINANCIAL REPORTING ANALYST – BUDGET/FTE

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Participates in cross-functional committees related to state reporting.• Troubleshoots software issues as related to state reporting.• Assists with identifying and developing reports to be provided to district and school-based personnel.• Recommends improvements of existing automated systems.• Monitors all FTE figures for budgeting purposes.• Provides FTE figures to school-based and district personnel.• Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>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.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 8/31/21 LM; BOARD APPROVED: 9/28/21

FINANCIAL REPORTING ANALYST – BUDGET/FTE

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 – Budget/FTE - PTS