



**Job Title:** Financial Analyst

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 13

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to assist the District financial management staff in the discharge of their responsibilities by providing analysis, appraisals, and recommendations in the decision-making process.

## **ESSENTIAL JOB FUNCTIONS**

- Oversees and processes Worker's Compensation's payment process.
- Provides assistance to the District Risk Management Department.
- Provides records and reports to District departments and Federal/State departments in a timely and accurate manner.
- Compiles the Public Depository Report yearly and disseminates to the Revenue Department for Federal reporting.
- Analyzes and manages the School District's Internal Funds credit cards.
- Receives and reviews all personnel new hire and change forms and processes accordingly.
- Prepares and maintains roster data; creates roster spreadsheets containing maintained data.
- Makes check adjustments as needed.
- Performs bank and accounts receivable reconciliations; notifies bank of any errors; remits statements of reconciliation to school.
- Reviews payroll reports for proper code usage.
- Performs end of the year closing procedures.
- Coordinates various meetings.
- Interprets and explains complex federal, state, and local laws.
- Plans, organizes, and coordinates training workshops for school level and District level personnel.
- Reviews, revises, and maintains Accounting Policy Manuals.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving problems.
- Prepares complete and accurate accounting reports, complex statements, and detailed budgets.

- Consults with MIS on technical matters related to the automated system for District accounting.
- Assists the School Board office staff with problems encountered.
- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.
- Consults with the Department of Education (DOE) on interpretation of laws, rules, and policies.
- Disseminates information and current research to appropriate personnel.
- Responds to inquiries or concerns in a timely and courteous manner.
- Attends state and regional meetings to keep well informed about current trends and best practices.
- Plans and develops inservice at the department and school levels.
- Participates in the development of annual goals and objectives of the department.
- Promotes and supports the professional growth of self and others.
- Provides technical assistance to those assigned or by request.
- Prepares routine reports in a timely and accurate manner.
- Represents, consistently, the District in a positive and professional manner.
- Provides data to supervisor and makes knowledgeable recommendations based on the data.
- Coordinates and oversees the execution of all policies and procedures related to Time Off processing for eligible District employees as needed.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree in Accounting, Business, or AIS with major coursework in Accounting from an accredited educational institution.
- Minimum of one (1) year of governmental accounting or auditing experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of principles, theories, and methods of accounting.
- Requires the ability to display a basic understanding of sound business management.
- Requires the ability to display knowledge of state and federal laws and School Board policies.
- Requires the ability to display knowledge of automated financial accounting systems and basic hardware and software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform financial analysis of accounting reports and records in a timely and accurate manner.
- Requires the ability to determine the approach for work using guidelines provided.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to manage or administer grant funds and make recommendations that impact the budget and manage the budget within assigned department.
- Requires the ability to use small office equipment and computers.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**