



Job Title: Senior 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: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 8

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job 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

- 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 and Procedures Manuals.
- Prints bank reports and records all electronic fund transfers received; creates and enters journal entry or records as cash receipt in system.
- Processes all bank wires between District accounts and to outside agencies for payroll, insurance claims, dental claims, worker's compensation prescriptions, COP's, insurance premium payments, and any other wires required as part of regular operations; prepares and/or enters journal entry or records as cash receipt in system.
- Makes deposits via remote deposit to bank accounts; prints bank deposit reports for departmental staff to attach to bank deposit files; maintains digital copies of bank reports; processes Stop Payments with banks as requested.
- Uses data from budgetary data mining reports to calculate wire amount needed to cover cash between funds for end of month closing; processes wire and records by journal entry.
- Reconciles investment accounts; prepares spreadsheet to calculate interest and adjustment to fair market value based on average monthly balance across funds; prepares and submits journal entry.
- 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) and other appropriate Federal, State, and Local agencies 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 in service 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.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Serves on District, state, or community committees as assigned.
- 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.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Accounting, or AIS with major coursework in Accounting from an accredited educational institution.
- Certified Public Accountant (CPA) preferred.
- Minimum of five (5) years 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 a 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 a knowledge of state and federal laws and School Board policies.
- Requires the ability to display a 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 perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.

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: crouching, feeling, fingering, grasping, handling, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, stooping, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

Date of Revision: