

Job Title: Senior Financial Analyst – ERP Systems



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 2023

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 through analysis, appraisals, customization, and integration elements associated to finance and payroll ERP software and ancillary systems.

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 Manuals.
- Plans and carries out assigned projects, selecting the approaches and methods to be used in solving problems.
- Prepares complete and accurate reports, data files, and forms.
- Consults with MIS on technical matters related to the automated system for District accounting.
- Provides workflow for electronic forms.
- Assists the School Board office staff with problems encountered.
- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.
- 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.
- 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.
- Serves on District, state, or community committees as assigned.
- Consistently represents the District in a positive and professional manner.
- Provides proactive leadership and direction for assigned areas of responsibility.
- Facilitates problem solving by individuals or groups.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution.
- Minimum of three (3) years' experience in accounting, auditing, or management information systems with an emphasis in financial ERP systems analysis.
- 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 analyze, test, and provide ongoing support of financial ERP systems.
- 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 basic hardware and software applications.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to perform financial analysis of reports and records in a timely and accurate manner.

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

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

Date of Revision: June 20, 2023, effective July 1, 2023

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