

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ANALYST, Financial Reporting

QUALIFICATIONS

- Bachelor's Degree with specialization in Finance, Accounting, Economics, Business Administration, Computer Science, Statistical or Data Analysis, or a related field.
- Three (3) years of experience in Finance/Data Analytics field.
- Experience in public financial accounting and reporting preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of and experience with SQL database, table structures, queries, and ODBC.
- Knowledge of and experience converting complex data into impactful visualizations, graphs, and charts.
- Knowledge of generally accepted accounting principles pertaining to school financial systems.
- Advanced Microsoft Excel Skills
- Creative and analytical thinking skills.
- Strong and effective oral and written communication skills with an emphasis on "plain English."

SUPERVISION

REPORTS TO Chief Financial Officer or Designee
SUPERVISES Assigned Personnel

POSITION GOAL

To facilitate the district's budgetary and financial reporting functions by collecting, compiling, organizing, interpreting, and transforming complex financial and other data into decision-useful, accurate, high-quality information in compliance with applicable federal and state reporting and disclosure requirements and consistent with applicable generally accepted accounting principles.

PERFORMANCE RESPONSIBILITIES

1. *Assist in the preparation, review, and reconciliation of submissions to various federal and state agencies and to the School Board, including preparing periodic (monthly, quarterly, and annually, as applicable) school budgets and budget amendments, financial reports, cost reports, and Internal Revenue Service reports, etc.
2. *Collect, compile, and organize financial and budgetary data from various district sources (such as PeopleSoft ERP, Skyward, FL Department of Education, and other sources) to support budgetary and financial reporting and analysis.
3. *Develop and prepare periodic and ad hoc reports that summarize information and provide relevant insights to cost center managers, directors, the Superintendent, and the School Board.
4. *Analyze and interpret district financial, operational, and other data to identify trends, evaluate outcomes, and forecast opportunities.
5. *Develop periodic projections to support budgetary input relating to Full Time Equivalent counts, district position control, forecasted salaries, and composite benefit rates, etc.
6. *Analyze and balance data results to ensure accuracy of the data results.
7. *Perform ad hoc data analysis and reporting through the creation and use of SQL language queries and incorporating results in readable formats such as Excel and/or PDF documents.
8. *Transform data into impactful visualizations, such as graphs or charts.
9. *Present data, analyses, and interpretations orally or in written communications in "plain English."
10. *Assist in developing systematic approaches to create efficiencies in reporting and operational procedures and changes in accounting procedures or systems for the educational and financial programs.
11. *Provide for orderly and systematic files of financial records.
12. *Provide for the maintenance, deletion, or destruction of district financial records in the manner prescribed by law.

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- 13. *Maintain Finance Department's Microsoft ACCESS database and its financial reporting and budget programs to ensure data integrity and quality.
- 14. *Provide instruction or training on a routine basis to keep personnel current regarding new requirements or procedures.
- 15. *Assist in the preparation of the departmental budget and forecast needs on an annual basis.
- 16. Perform other duties as assigned by the Chief Financial Officer or designee.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE AO-07-E \$75,863 - \$116,260 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	POSITION CODES PeopleSoft Position TBD Personnel Category 14 EEO-5 Line 44 Function 7500 Job Code 2118 Survey Code 75030	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Position Description Prepared by	BOARD APPROVED April 28, 2020 Previous Board Approval Todd Seis Todd Seis
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