

*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

## JOB DESCRIPTION



<b>Position:</b>	Financial Analyst
<b>Reports to:</b>	Director of Business and Finance
<b>Employment Status:</b>	Regular/Full-time
<b>FLSA Status:</b>	Exempt
<b>Description:</b>	Assists with the planning and managing of financial operations of the district

**NOTE:** The below lists are not ranked in order of importance

### Essential Functions:

- Maintain the strictest confidence concerning personnel, students and operational concerns of the district
- Promote good public relations by personal appearance, attitude and conversation
- Report all cases of suspected child abuse to appropriate school personnel and proper government authority
- Prepare and analyze all financial statements required by CSDE and other regulatory agencies for grants awarded to the Board of Education.
- Assist the Business and Finance Director with all daily, quarterly, yearly, and other ongoing fiscal operational needs
- Prepare financial statements for audit and internal purposes
- Perform all duties in a professional manner and in accordance with Board policies and guidelines
- Oversee the development of the annual Board of Education Budget
- Monitor the District's budget and work with various departments regarding internal, state and federal reports
- Provide updates for the BOE Finance Committee
- Develop and maintain a working relationship with governmental agencies
- Provide internal audit and compliance services as required
- Attend workshops, seminars, and in-services to keep current on all matters influencing the general operation of the Business and Finance Department
- Provide accounting guidance to staff as needed
- Serve as MUNIS administrator and assist with new user training
- Assist with preparation of SBCH Cost Report and ensure financial accuracy
- Serve as P-Card administrator
- Provide assistance to Grant Managers in managing and monitoring their grants
- Coordinate the preparation of salary and benefit costs for budget projections
- Provide cost analysis and projections to assist in collective bargaining
- Responsible for implementation and maintenance of document management system
- Manage and coordinate special projects and initiatives as assigned, from inception to implementation, inclusive of software updates and conversions
- Assist the Finance Officer with the development and implementation of various fiscal policies and procedures
- Applies principles of accounting to analyze financial information
- Prepares extensive financial, statistical and narrative reports; and related presentations as required
- Prepare financial statements for audit and internal purposes
- Researches and analyzes financial data to ensure accuracy and integrity of data
- Assists in the annual audit process

### Other Duties and Responsibilities:

- Respond to routine questions and requests with tact and diplomacy in a timely manner
- Serve as a role model for students and staff
- Establish and maintain cooperative professional relationships
- Maintain a level of approachability by administration and staff
- Work with staff to foster their professional growth
- Perform other related duties as assigned by the Business and Finance Director

**Qualifications/Certificates:**

- Bachelor’s Degree in Accounting, Finance or other related degree
- 5 years previous accounting or internal auditing experience
- High level of computer aptitude used in problem solving and forward progress/new implementations
- Managerial ability encompassing organizational, verbal, and written communication skills
- Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Required Knowledge, Skills, and Abilities:**

- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts
- Considerable knowledge of core municipal finance practices including: budget preparation and strategic planning, fund accounting, procurement, capitalization of assets and financial reporting in accordance with generally accepted accounting principles

**Additional Working Conditions:**

- Interaction among children
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop          Printer          Scanner          Smartphone

**Required Testing**

None

**Continuing Educ./Training**

**Clearances**

Fingerprint/Background

**Evaluation:**

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date