

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### SENIOR FINANCIAL ANALYST

#### QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting, or AIS with major coursework in Accounting from an accredited educational institution.
- (2) Certified Public Accountant (CPA) preferred.
- (3) Minimum of three (3) years governmental accounting or auditing experience.
- (4) 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:

Knowledge of principles, theories and methods of accounting. Basic understanding of sound business management. Knowledge of state and federal laws and School Board policies. Knowledge of automated financial accounting systems and basic hardware and software applications. Ability to communicate effectively, both orally and in writing. Ability to perform financial analysis of accounting reports and records in a timely and accurate manner.

#### REPORTS TO:

Director III – Accounting Operations or Director II - Budgeting

#### JOB GOAL

To assist the District financial management staff in the discharge of their responsibilities by providing analysis, appraisals and recommendations in the decision-making process.

#### SUPERVISES:

Financial Analysts  
Accountants  
Accounting Support Staff

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Interpret and explain complex federal, state and local laws.
- \* (2) Plan, organize and coordinate training workshops for school level and District level personnel.
- \* (3) Review, revise and maintain Accounting Policy Manuals.
- \* (4) Plan and carry out assigned projects, selecting the approaches and methods to be used in solving problems.
- \* (5) Prepare complete and accurate accounting reports, complex statements and detailed budgets.

##### Inter / Intra-Agency Communication and Delivery

- \* (6) Consult with MIS on technical matters related to the automated system for District accounting.
- \* (7) Assist the School Board office staff with problems encountered.
- \* (8) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls.
- \* (9) Consult with the Department of Education (DOE) on interpretation of laws, rules and policies.
- \* (10) Disseminate information and current research to appropriate personnel.
- \* (11) Respond to inquiries or concerns in a timely and courteous manner.

**SENIOR FINANCIAL ANALYST (Continued)**

**Professional Growth and Improvement**

- \* (12) Attend state and regional meetings to keep well informed about current trends and best practices.
- \* (13) Plan and develop inservice at the department and school levels.
- \* (14) Participate in the development of annual goals and objectives of the department.
- \* (15) Promote and support the professional growth of self and others.
- \* (16) Provide technical assistance to those assigned or by request.

**Systemic Functions**

- \* (17) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (18) Serve on District, state or community committees as assigned.
- \* (19) Prepare routine reports in a timely and accurate manner.
- \* (20) Represent, consistently, the District in a positive and professional manner.
- \* (21) Provide data to supervisor and make knowledgeable recommendations based on the data.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \* (23) Provide leadership and direction for assigned areas of responsibility.
- \* (24) Provide leadership and direction in annual development of goals and objectives.
- \* (25) Utilize proactive leadership in identifying potential problems.
- \* (26) Utilize appropriate problem-solving strategies.
- \* (27) Facilitate problem solving by individuals and groups.

**PHYSICAL REQUIREMENTS:**

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.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

**PROFESSIONAL SALARY SCHEDULE – Pay Grade 8**

**Date of Board Approval: April 19, 2005**