



ANALYST – FINANCIAL REPORTING

SUMMARY/SCOPE/GOAL

To perform advanced, specialized professional, analytical work involving the administration of the District's financial data and translating these data into meaningful information for communication purposes.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum of three (3) years progressively responsible relevant work experience in accounting, financial reporting, data analysis, or data compliance required.

PREFERRED/DESIRED:

- Experience in school finance or governmental accounting preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

- Certified Professional Accountant designation preferred.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Examines techniques for validity and utilizes proven methods in estimating and identifying expenditures in terms of cost centers and programs prepares and analyzes related cost accounting reports.
2. Applied knowledge of current account practices, procedures, and principals in analyzing, interpreting, translating, and communicating with full disclosure the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports.
3. Facilitates management's control of financial operations and funds by preparing, analyzing, and interpreting appropriate financial statements and reports.
4. Utilizes state chart of accounts in the preparations of revenue and expenditure statements and reports by fund.
5. Analyzes, interprets, translates, and communicates information contained in both monthly and annual financial statements; identifies and communicates financial trends and related future fiscal impacts. Develops information and reports for management's use in financial decision-making.
6. Oversees the development, preparation, and monitoring of the District's financial accounting reports.
7. Provides budget analysis reports for administration and departments, Assists, advised, and reviews department-based budgets.

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8. Develops, prepares, and analyzes documents for Public Hearings and Annual Budget Summary publications.
9. Performs various cost analyses and develops cost reports for use by upper management in the decision-making process.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Thorough knowledge of current business practices, procedures, theory, and analysis techniques. Knowledge of Florida's FEFP funding system and cost accounting system. Thorough knowledge of financial and budget analysis. Ability to use statistical concepts and methods. Ability to mathematically analyze expenditure patterns, forecast revenues, cost out various types of proposals, and analyze computer printouts for potential problems. Ability to analyze facts, exercise judgment, and draw valid conclusions. Ability to establish and maintain effective working relationships with all levels of management and employees. Ability to work with all team members in a manner conducive to good morale and high performance. Ability to use personal computer, printer, other peripherals, and various types of software to include spreadsheets, word processing and graphics. Familiarity with AS/400.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) 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. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Budgeting, Cost Accounting and FTE
TITLE CODE:	C2216	CONTENT BY:	Chief Finance Officer
GRADE:	22	COMPENSATION:	Ellie Kelly - Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Director – Professional Standards and Labor Relations
LAST BOARD APVD:	2/14/17	CLASSIFICATION:	Assistant Superintendent Human Resources
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/10/17	Developed	Chief Finance Officer
2.0	12.01.20	New Format	Human Resources
2.1	11/4/2021	Add Schedule, update Physical requirement to match ADA	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.