



FINANCIAL MANAGEMENT ANALYST I

Position Summary

Under direct supervision, compiles and analyzes financial information, develops integrated revenue and expense analyses, projections, and reports; creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately; identifies trends and presents findings to supervisor; participates in developing the district's annual budget, and performs reconciliation of internal accounts.

Supervisory Relationship

Associate Director of Finance

Essential Functions

- Evaluates financial reports such as income statements, cash flow statements and balance sheets.
- Assists decision-making process by finance team and operations
- Prepares and presents data analysis reports and interpretations in a clear way.
- Prepares monthly analysis and research of actual vs. projection vs. budget for schools and departments.
- Collaboratively fosters relationships district-wide to develop, drive, and sustain standardized finance processes, procedures, budgeting, staffing and reporting requirements.
- Prepares financial reports to monitor the performance of areas such as labor cost, direct cost, and expenses.
- Processes month-end accounting close or budget progress.
- Collects and generates information from multiple sources to process monthly invoices.
- Maintains all records and reports necessary to comply with financial, district and board policies and procedures, as well as records and reports necessary for external reporting.
- Serves as key member of the budget team: assists with the development of budget guidelines and budgets, enters information into the budget system, prepares budget reports, and participates in the production of the budget document.
- Assists in the preparation of the long-term financial forecast.
- Prepares annual projections and reports for the Oregon Department of Education.
- Assists in budget implementation by providing support to school staffing process.
- Monitors hiring of positions relative to budget (position control) for schools and departments.
- Analyzes historical and actual financial data for several departments on an ongoing basis. Models and projects department expenditures.
- Performs fiscal functions of the district's charter school program.

Required Knowledge, Skills and Abilities

- Ability to work with confidential financial data and maintain confidential information.
- Ability to communicate (both verbal and written) effectively with others
- Ability to exercise sound judgment.
- Ability to learn quickly and adapt to new situations and interface with diverse internal and external stakeholders.
- Ability to establish and maintain positive working relationships with internal and external stakeholders; interpret and explain complex rules, regulations, policies and procedures.
- Ability to conduct research, retrieve and organize data to prepare reports and financial documentation.
- Ability to use online payroll and accounting systems applications.
- Ability to effectively coordinate activities and accomplish goals.
- Ability to handle multiple priorities from many different sources and levels of management and meet deadlines.
- Excellent oral and written communication skills and organizational skills.
- Must be proactive and self-starter.

Minimum Qualifications

Education

- BS or BA in Finance, Accounting, or related field.

Experience

- Two (2) to five (5) years related experience in finance and accounting and/or any combination of education and training which demonstrates ability to perform the duties as described.
- Strong working knowledge of spreadsheet and data base software required.

Work Environment

Work is performed in an office environment.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 3
Developed By	Dr. Celia Feres-Johnson – Director of Human Resources
Reviewed By	Dr. Simone Sangster – CFO/Finance Director; Caroline Passerotti – Associate Director, Finance
Approved by	Dr. Simone Sangster –CFO/Finance Director; Caroline Passerotti – Associate Director, Finance and Dr. Celia Feres-Johnson – Director, Human Resources
Last revised	August, 2012; September, 2005