

## **FINANCIAL ANALYST (SCHOOL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position which involves responsibility for performing a variety of tasks relating to the development and maintenance of school district budget. The work requires maintenance and analysis in accordance with established accounting procedures and practices. The work is performed under general direction with leeway allowed for the exercise of independent judgment and planning the details of the work. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Issues budget preparation schedule to all district department heads to meet legal and School Board policy requirements;

Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document;

Explains tentative budget to school board, community groups and news media to improve their understanding, as authorized;

Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the district, and on the basis of this evaluation recommends to the Superintendent, Board, or to the taxpayers those particular budget cuts or supplementary budget amounts which should be considered by them;

Explains financial budget allocations to department heads to inform them of available funds;

Prepares long and short term financial plans for use by administrators and the School Board who consider educational needs, population projections, plant development plans, staffing needs, and revenue projections;

Develops or supervises preparation of monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs;

Determines sources for current temporary borrowing and employs competitive resources to obtain best interest rates based on repayment conditions and potential for reinvestment of borrowed funds;

Determines best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, prevailing interest rates, and securities pledges;

Establishes annual calendar of payments on loans to assure availability of funds to meet debt service requirements;

Develops plans for long term borrowing by use of bond anticipation notes, capital notes and/or serial bonds including the

preparation of repayment schedules, development of data for bond sale prospectus and arranging for sale of bonds in cooperation with bond consultants;

May provide fiscal, statistical and business management information in support of state and federal grant applications for district projects;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of budgetary procedures;

Good knowledge of the techniques of monitoring expenditure of funds;

Good knowledge of the techniques of solving financial problems;

Ability to plan and coordinate the work of others;

Ability to identify and anticipate financial problems and needs;

Ability to readily acquire familiarity with district policies and procedures;

Ability to identify and set priorities;

Ability to verbally explain and defend budgets;

Ability to interpret financial reports;

Skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan;

Ability to communicate effectively both orally and in writing;

Skill in human and public relations;

Good judgment;

Thoroughness;

Dependability;

Physical condition suitable to the demands of the position.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Accounting, Business Administration or closely related field; or

B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's in accounting, business or closely related field and two years of accounting, budget or financial analysis experience; OR

C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to

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grant degrees with an Associate's Degree in accounting, business or closely related field and four years of accounting, budget or financial analysis related experience; OR

D) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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