



## FINANCIAL MANAGEMENT ANALYST III

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**Financial Management Analyst III job descriptions vary from department to department as the functions are tailored to meet each individual programmatic need. This job description outlines the essential functions required to fulfill the duties of a Financial Management Analyst III in Finance and Instruction.**

### **Position summary**

Under general supervision, performs senior professional accounting and complex budgeting functions including: recording, reconciling and reporting financial transactions; preparation of complex financial summary reports; conducts financial, statistical, and analytical studies; preparing and assisting in the preparation of other financial reports, statements, and claims for reimbursement according to prescribed guidelines; performing treasury management functions; developing integrated revenue/expense analyses, projections, reports, and presentations; creating and analyzing monthly, quarterly, and annual reports and ensuring financial information has been recorded accurately; performing financial forecasting and reconciliation of internal accounts; and performing related duties as required. This position provides training on District financial systems as well as policies and procedures, and serves as a subject matter expert for financial system accounting and budget operations.

### **Supervisory Relationship**

This position may supervise other staff members. This position reports to:

Financial Services: Accounting and Budget Manager and/or the Director of Financial Services.

Instruction Department: Assistant Superintendent for Instruction

### **Essential Functions**

#### **Accounting**

Performs complex professional level accounting functions including: preparation, review, and approval of complex transactions and analysis of accounts; maintains chart of accounts and assigns codes in accordance with state reporting and District and/or department requirements; reconciles grant accounts and distributes information and reports to stakeholders; reviews and reconciles accounts and fund balances; reviews documents for accuracy, completeness, and uniformity to rules, regulations, and laws; coordinates, prepares and reviews year-end closing process and documents; monitors accounts receivable and accounts payable; performs periodic review of financial reports and verifies accuracy and fiscal solvency.

Recommends process improvements to ensure integrity and timeliness of financial transactions, and serves as a subject matter expert for accounting, budget and grant teams.

Develops management reporting tools for budget and accounting teams, and grant information to facilitate the fiscal management of District grants. Creates schedules and reports to provide information to external auditors and internal decision makers. Identifies and corrects errors

and/or inconsistencies in financial data.

### **Information Systems**

Analyzes financial system needs and identifies methods to manage information and procedures with greater efficiency and reliability. Analyzes the flow of information system data and develops internal procedures for staff to facilitate the timely and accurate entry of financial records.

Identifies changing system and business process needs due to legal changes, changes in accounting standards or budgeting and funding issues. Coordinates with staff to ensure the timeliness, accuracy, and efficiency of system implementation and use. Documents and maintains fiscal procedures for schools and departments. Participates in strategizing systems solutions; provides formal training and ongoing technical guidance in the use of reporting and querying tools and in the general use of systems. Participates in the design and testing of new systems, automated processes and reporting tools.

Assists in the preparation of the Comprehensive Annual Financial Report (CAFR) to comply with legal obligations of the District. (Financial Services)

Provides professional-level support and direction for the Financial Services comprehensive program to train District staff in financial systems, procedures, budgets, and fund management to ensure the integrity of accounting data so that decision-makers in schools and departments have accurate information. (Financial Services)

### **Auditing**

Examines accounting data for accuracy, appropriateness and documentation; audits documents submitted for payment for compliance with District, department, grant and state guidelines; assists department, District and staff in interpreting laws, rules, and regulations, and clarifying procedures; recommends solutions; answers inquiries; creates schedules and reports to provide information for District external auditors; prepares and maintains mandated documents as required.

### **Budgeting**

Coordinates the development of the department's budget (Instruction Department) or supports the District budget development process (Financial Services); provides information and assists staff and administrators in budget preparation, implementation, and control; prepares, balances, compiles, and enters budget data, where required; performs statistical analysis of cash flow and budgets; monitors and evaluates budgets and cash flow for appropriateness to ensure fiscal solvency and accountability.

### **Communications and Technical Support**

Maintains communication with staff regarding financial matters; provides information and technical support in the development and revision of policies and regulations; and assists in the development of office systems and procedures. Provides support to District staff or programs as a fiscal advisor when necessary. May train, coordinate, and/or review the work of staff. Provides recommendations to administrators when requested.

Designs and develops financial reporting tools for end users and District publications utilizing

complex system queries and report development tools. (Financial Services)

### **Financial Reporting**

Prepares complex financial reports as mandated by the immediate supervisor/administrator; assists staff in compiling data and interpreting legal reporting requirements and regulations; creates and maintains statistical reports; plans and monitors timelines to meet deadlines in reporting regulations; reviews grant letters, funding and entitlement reports; reviews and verifies statistical and financial information.

Documents and maintains fiscal procedures for schools and departments. (Financial Services)

Prepares complex financial reports as mandated by funding agencies, state, and federal regulations; creates and designs reports and spreadsheets; may create and maintain databases to organize, collect and retrieve data into required reporting formats; plans and monitors work production timelines to meet strict deadlines in reporting regulations; prepares purchase orders as needed; researches and analyzes financial data for compliance with grants (i.e. Title, etc.), state adopted criteria and standards; troubleshoots and resolves grant discrepancies; reviews grant letters, funding and entitlement reports; analyzes and reconciles outstanding balances; analyzes various state and District reports to compile statistical data.

### **Research and Data Analysis**

Researches and analyzes financial data as requested by administrators; creates, organizes, and maintains files using database and spreadsheet programs; retrieves and organizes data into required reporting formats; collects, retrieves and organizes data to identify financial discrepancies and resolve staff inquiries; recommends solutions to staff ensuring that corrections or changes are implemented properly.

## **Required Knowledge, Skills and Abilities**

1. Ability to solve complex issues and maintain confidentiality.
2. Ability to develop and maintain subject matter expertise in the District's financial systems.
3. Knowledge of principles and techniques of budget preparation.
4. Knowledge of automated accounting systems, standard business software (Microsoft Office), networks and web-based applications.
5. Ability to conduct research, retrieve and organize data to prepare reports and financial documentation. Ability to analyze and audit data to detect and correct errors; set up and maintain spreadsheets and databases; accurately perform complex mathematical computations; organize and maintain accounting records; set priorities and organize work to meet strict deadlines.
6. Skill in the analysis, design, development and preparation of complex financial reports; in researching, analyzing and evaluating complex financial data.
7. Skill in presenting technical information and data in an effective manner and preparing complex financial statements, reports and analyses.
8. Ability to communicate effectively, verbally, and in writing.
9. Ability to work independently and in a lead capacity as a team member; adapt to changing program needs; train, plan, and coordinate the work of others.
10. Ability to establish and maintain positive working relationships with internal and external stakeholders; interpret and explain complex rules, regulations, policies and procedures.

11. Ability to establish and maintain effective working relationships with financial and business communities, staff, public officials and the general public.
12. Ability to think strategically and make decisions on a variety of complex matters in accordance with established procedures.

**Minimum Qualifications**

**Education**

Bachelor’s Degree in Accounting, Economics, Finance or related field of study required.  
 Certified Public Accountant (CPA) license preferred.

**Experience**

- Four (4) to Five (5) years of related experience in governmental or school district budget/accounting/finance/analysis and/or any combination of education and training which demonstrates ability to perform the duties as described.
- Increasingly responsible experience in governmental or school district budgetary analysis and complex accounting procedures.
- Recent related experience in an Oregon school district or a public agency preferred.

**Work Environment**

Work is performed in an office environment.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	MAPS
<b>Pay Grade</b>	Grade 6 / 12 month
<b>Developed by</b>	Dr. Celia Feres-Johnson, Director of Human Resources
<b>Revised by</b>	Andrea Belz, Director of Financial Services
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	9/17/19, 10/2012, 8/2012, 11/2011