

## Union Public Schools Job Description

**Position Title:** Financial Analyst/Assistant Treasurer  
**Department:** Finance  
**Supervisor:** Department Administrator

**FLSA Designation:** Exempt

**SUMMARY:** Assists Director of Treasury in the performance of budget and treasury functions such as revenue and expenditure budget development and maintenance; budget reconciliations; data collection and analysis for District, state and local reporting and audit requirements; statutory/District policy compliance; internal control; revenue collection, debt service and investment transactions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Creates, reconciles and maintains detailed revenue and expenditure budgets for the general fund, building fund, child nutrition fund, and bond funds in multiple, exhaustive, highly complex Excel spreadsheets in addition to an AS400 environment both of which serve as the official budget record for the District.
- Monitors revenue and expenditure control and compliance with state-mandated OCAS coding system; identifies and communicates potential over expenditures to Director of Treasury.
- Assists in the preparation of monthly Board budget reports and annual budget presentation.
- Provides backup for the District's investment, debt service, and cash management programs.
- Participates in the compilation of data for the Estimate of Needs, the annual independent financial audit and resulting CAFR, and special audits. Assists in the preparation of audit work papers in compliance with Generally Accepted Accounting Principles and GASB Statement #34.
- Assists in the performance and evaluation of internal control procedures.
- Directs treasury clerks in daily functions of deposits, bank reconciliations, NSF procedures, and cash handling if needed.
- Works on projects for special financial, budget and treasury.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in accounting from an accredited college or university. Minimum 1(one) year financial, analytical accounting experience. Advanced Excel competency.

- Preferred CPA in good standing. Minimum of three (3) years experience in a governmental fund accounting environment, preferably in an educational setting. Experience with or knowledge of GASB Statement #34. Experience with treasury and budget functions. Experience in an AS400 environment. Knowledge of OCAS and school financial laws.

**CERTIFICATES, LICENSES, REGISTRATIONS:** CPA preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers of an organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with staff, vendors, and the school community. Ability to communicate clearly and concisely. Experience in management of multiple, simultaneous tasks under time and accuracy constraints. Ability to perform the functions of the position with minimal supervision and remain self motivated. Ability to communicate tactfully, effectively, and positively with District personnel. Strong analytical skills.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work in an office environment; sustained posture in a seated position for long periods of time. Overtime required during critical peak times.

The noise level in the work environment is usually quiet.