



Job Title: Senior Financial Analyst

Reports to: Director of Budget
Department: Budget
Compensation: BL-7
Overtime Status: Exempt
Date Job Revised: July 9, 2012

Position Summary: Assist with the development of the district's budget, maintain the district's salary budget and assist sites with budget issues.

Qualifications/Job Requirements:

Education:

- Bachelor's degree with major in finance or accounting required. MBA or CPA a plus.

Experience:

- One to three years' office experience desirable.

Specific Training/Skills:

- Experience with Windows XP, Microsoft Office with proficiency in Excel required.

Other:

- Ability to work well independently and with minimal supervision.
- Must be detail oriented, analytical, and have excellent communication and people skills.
- Governmental budgeting/accounting experience preferred.

Duties and Responsibilities:

- Maintain the district's salary detail data base and position control portion of HR/Payroll system.
- Assist in detail development and maintenance of district expenditure budget for all appropriated funds.
- Reconcile budgetary items and recommend changes, journal entries and coding adjustments as needed.
- Assist sites with funding issues, account codes and budget adjustments.
- Assist with the preparation of monthly financial reports and complete other analytical reports and surveys as needed.
- Calculate and input site carryover budget.
- Monitor bond fund spending.
- Assist in the preparation of the Preliminary Budget document to be presented to the Board for approval.
- Assist in the preparation of Budget Amendment document(s) submitted for Board approval.
- Maintain workflow rules in Munis for all financial processes.

- Maintain and audit Budget Rollup groups in Munis.

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