

**Financial Analyst**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**

**Dept: Finance**

**TITLE: Financial Analyst**

- QUALIFICATIONS:**
1. Associate or Bachelor's degree in Accounting or Business required.
  2. Knowledge of Generally Accepted Accounting Principles; ability to keep accurate records, reconcile accounts and generate reports; ability to perform financial calculations; proficient with Excel, effective communication skills; and ability to work independently.
  3. Five years of experience in governmental accounting or related field preferred.

**REPORTS TO:** Director of Finance

**JOB GOAL:** Responsible for general accounting duties to include account monitoring and reconciliation, financial analysis, cash management, financial reporting, school fund accounting, budget monitoring, and coordination of fixed assets accounting system.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Reconcile and process payroll tax and retirement payments in coordination with the Payroll Supervisor. Prepare supporting documentation for quarterly and annual payroll reports to the IRS and NC Department of Revenue.
3. Prepare various reports and surveys as assigned, including reports for Department of Labor, and Medicaid Administrative Outreach.
4. Cash Management Duties to include:
  - a. Manage investment program in accordance with State Law and Board Policy.
  - b. Monitor cash balances on a daily basis and request State/Federal Certifications and Local Bank Transfers.
  - c. Process stop payments, voids, journal entries and other related transactions.

5. Prepare monthly reconciliations or assigned program budgets and/or balance sheet accounts.
6. Provide support to School Treasurers to include training, school funds online support, school budget allotment support, and maintain central school fund reports.
7. Reconcile bank and investment accounts monthly and prepare annual cash investment audit work papers.
8. Monitor, process and reconcile fixed asset transactions and coordinate the annual fixed asset inventory process.
9. Monitor Capital Outlay expenditures to identify items to be capitalized, and prepare year-end journal entries and audit workpapers for capital assets.
10. Serve as the finance liaison for Child Nutrition, providing oversight for the Child Nutrition accounting process.
11. Assist with the preparation of the Comprehensive Annual Financial Report and related papers.
12. Perform additional duties as assigned by the Director of Finance.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve-month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Grade 75

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.

- Ability to establish and maintain effective working relationships as necessitated by work assignment and work independently.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks accurately and meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.