

The Finance Operations Analyst Senior performs the most complex technical work and operational oversight of assigned function(s) within the Finance Department such as the analysis of data, development of programs and project management to support optimal Department performance in the areas of purchasing, budget, payroll, or other assigned functions. Incumbents perform complex process and analysis work within the function, advise management of operational issues and provide solutions, and develop and implement processes and procedures.

Chain of Command

The Finance Operations Analyst Senior reports to the Director of Business Services.

Competencies of the Management Analyst

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Knowledge of relevant federal, state, and local laws, as pertain to public education
- Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions (Business/Human Resource Software), OneDrive/Google Drive, Visio and Survey Monkey).

Essential Duties**Position Specific Responsibilities:****Positions assigned to Payroll are responsible for:**

- Provides quality assurance for all payroll functions and leads payroll-related process and system improvement initiatives.
- Develops and implements district processes and practices to ensure sound payroll management activities.
- Performs oversight, coordination and review of all payroll functions including time records, taxes, retirement, annuities, social security, garnishments, adjustments, Medicare, unemployment and state/federal audit reports and production of timely and accurate payrolls.
- Transfers funds for direct deposit.
- Prepares required payroll reports for employee and employer taxes, retirement, annuities, social security, garnishments, Medicare, unemployment and state and federal audit reports.

Position Specific Responsibilities:**Positions assigned to Budget are responsible for:**

- Administers, oversees, and performs the activities related to the annual district budget, state reporting, and Annual Financial Report.
- Consults with departments and schools in the development of their budgets.
- Provides and communicates budget and funding information for all school and District cost centers.
- Provides financial analysis and assessment of the budget including allocations, assumptions, and forecasting future revenues and expenditures.
- Reviews ePARs and purchase requisitions.
- Administers and assists audit activity as required; prepares and provides related documentation for audits and submits to appropriate agencies.

Position Specific Responsibilities:**Positions assigned to Purchasing are responsible for:**

- Administers the District's purchasing program according to state law and the Uniform System of Financial Records.
- Reviews and approves large, long-term and/or complex purchase requisitions and contracts.
- Analyzes purchasing market and delivery conditions.
- Prepares and reviews solicitations for the procurement of materials, services, and construction including description of requirements, selection of sources, preparation and award of contract, and contract administration.
- Creates and administers contracts by ensuring appropriate language and documentation is received and resolving contractual issues.
- Conducts pre-bid and pre-proposal conferences and responds to inquiries and issues pertaining to solicitations.

Minimum Qualifications

Bachelor's degree and six to eight years of related operations/function experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

5.23.2023