

# LYON COUNTY SCHOOL DISTRICT

## Business/HR Analyst

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**Job Group:** Finance

**Classification:** Classified Confidential

**Terms of Employment:** Pay Grade 29 on the Classified Salary Structure (12 month)

**FLSA STATUS:** NON-EXEMPT

**POSITION SUMMARY:** Under direction, performs a full range of bookkeeping, accounting and technical duties in the preparation, maintenance and analysis of human resources, financial processes and statistical records and reports. Incumbent performs related work as required.

Positions in this class process and maintain the most difficult and complex statistical and financial records, which require originality, initiative, independent judgment and a broad knowledge and understanding of departmental record keeping procedures and processes.

The Analyst differs from the Account Clerk and Administrative Assistant in that the consequences of error are greater, assignments are technically complex and of a more creative, evaluative and analytical nature, and the work requires greater knowledge of human resources and accounting practices and principles. The Analyst position is distinguished from other clerical classes by being regularly required to perform duties for a significant portion of time involving preparing, processing, and maintaining financial or statistical records as well as human resources and business office technical support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works with the Business Office and Human Resources Department on the completion of Nevada Department of Education and legislative reports.
2. Collaborates and completes reconciliations of cash and other accounts and works with Finance Manager/Comptroller on all complex scenarios.
3. Assists with health insurance payments and monthly statement reconciliations. Works as a liaison between Human Resources and Business offices in management of benefits processing.
4. Oversees position control of all allocated positions and works with Human Resources and Business Office to ensure accuracy.
5. Oversees fixed asset inventory management; reconcile inventory to general ledger and subsidiary records.
6. Collaborates with Payroll and Human resources on Family Medical Leave Act (FMLA) and other non-customary leaves and other complex payroll scenarios.
7. Assists with implementation and maintenance of internal accounting controls and audit preparations.
8. Assists with student funds monthly review of activity, creates journal entries to post activity to the general ledger and assists with internal audits of the same.
9. Assist Finance Manager/Comptroller with budget and financial statements.
10. Works directly with all levels of District staff in providing information and answering financial inquiries.
11. Approves purchase orders as needed.
12. Recommends modifications to improve workflow and/or procedures
13. Oversees maintenance of electronic databases of employee information.
14. Completes necessary statistical reports on annual basis
15. Monitors on-going program activities initiating or recommending changes to improve program efficiency; performs responsible clerical functions to accomplish assigned programmatic duties.
16. Maintains district's position control functions in the Human Resources Information System (HRIS).

17. Conducts “special projects” which are used to determine if the program needs of the department are being met. These “special projects” are in addition to regular duties and each may last over a period of time with a well written conclusion at the end of the special project making a determination if the special project met the goals of the supervisor and the department mission.
18. Process and maintain the most difficult and complex statistical and financial records, which require originality, initiative, independent judgment and a broad knowledge and understanding of Business and HR departmental record keeping procedures.
19. Works with Business and HR departments to resolve errors, omissions or questions on employee pay
20. Reviews and documents processes and business rules for Business and HR department processes.
21. Performs all other duties as assigned.

**ACCOUNTABILITIES:** Works under the direct supervision and is evaluated by the Finance Manager/Comptroller

**POSITION EXPECTATIONS:**

1. Demonstrate effective written and oral communication skills.
2. Ability to work independently and as a team.
3. Demonstrate accurate typing skills at a rate of at least 50 WPM.
4. Familiarity with most commonly used computer programs, such as Word and Excel.
5. Knowledge of general office machines and telephone systems.
6. High degree of discretion dealing with confidential information.
7. Ability and willingness to work cooperatively with others by establishing and maintaining effective working relationships. .
8. Ability to travel for short business trips.
9. Effectively manage time and responsibilities by organizing priorities and meeting critical deadlines.
10. Ability to maintain accurate records and files.
11. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, teachers, and the community.
12. Regular and consistent punctuality and attendance are essential functions of the job
13. Knowledge of methods, practices and terminology used in bookkeeping and financial and statistical record-keeping; basic governmental accounting and budgeting principles; methods and practices of payroll preparation; computerized data processing as it relates to statistical record-keeping; applicable laws, rules and regulations governing the maintenance of financial and statistical records; business mathematics; methods and techniques used in researching, proofing, evaluating, gathering, organizing, and arranging data; modern office procedures, practices, and equipment.
14. Skills needed: Using independent judgment in carrying out instructions concerning the maintenance of financial records; verifying, compiling, reconciling and interpreting data and drawing logical conclusions; preparing routine reports and correspondence and financial and statistical summaries; locating and correcting discrepancies or errors in financial and statistical documents; operating standard office and electronic data processing equipment and computerized accounting systems; making mathematical computations rapidly and accurately; meeting critical deadlines; understanding and carrying out oral and written instructions; establishing and maintaining effective working relationships with those contacted in the course of work.

**POSITION REQUIREMENTS:** Education and Training:

1. High School Diploma or equivalent, and
2. 3 years human resources and/or accounting experience including payroll, bookkeeping, record-keeping and/or statistical records experience.

Associates degree in Business Administration or Human Resources and experience working in an HRIS within a public entity preferred.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person and by telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORK ENVIRONMENT:**

**Strength:** Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

**Physical Demands:** Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

**Environmental Conditions:** Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

**Hazards:** Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting				X
Standing		X		
Walking		X		
Bending/Stooping/Squatting/Twisting			X	
Crawling	X			
Kneeling	X			
Reaching above of body		X		
Reaching away from body		X		
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight				
Pushing				
Pulling				
Grasping/ Gripping		X		
Handling				
Applying Torque (arms)				

Fine Manipulation		X		
Repetitive Work			X	
Weight Bearings				
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone	X			
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet	X			
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises	X			
Heights	X			
Confined Spaces	X			
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day	X			
Overtime/Irregular Hrs	X			
Senses:				
Eyes			X	
Visually Demanding Work			X	
Near Vision			X	
Far Vision		X		
Depth Perception		X		
Basic Color Discrimination		X		
Hearing Protection	X			
Speech Discrimination			X	
Audio Alarms				
Ability to Smell	X			

**An Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_