

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Financial Analyst  
**Reports To:** Executive Director of Business Services

#### **SUMMARY**

The Financial Analyst will be responsible for collecting, monitoring, and creating financial models for decision support. He/she will improve financial status by analyzing results, monitoring variances, identifying trends, and recommending actions to management.

#### **QUALIFICATIONS/REQUIREMENTS**

- The Financial Analyst shall have a minimum of Bachelor's degree; a Master's Degree and/or experience with analyzing financial data, and school district business office experience is preferred.
- Must be ethical and possess good organization and interpersonal skills, be attentive to detail, and work well under pressure.
- Broad knowledge of accounting/financial principles and procedures, Missouri School Law and Missouri Department of Elementary and Secondary financial regulations, Uniform Grant Guidance, and a solid understanding of the Board of Education policies as they relate to the District's financial policies and procedures.

#### **ESSENTIAL JOB DUTIES**

- Performs in-depth analysis of district financial data and creates financial models to analyze past results, identify trends, and make recommendations for improvements.
- Reviews contracts for the district to be in compliance with state law.
- Provides accurate, complete, and timely financial reports for the Executive Director of Business Services.
- Analyzes data to assist in fraud detection.
- Functions at expert level in Excel.
- Assists in the preparation of district level budgets and forecast processes.
- Manages the daily financial activities including resource planning, sponsor funding, grant award funding allocations, budget control, contract review, allocation of resources, management of expenditures, financial reporting; ensuring compliance with policies, District procedures, State, and Government regulations.
- Prepares and maintains data in the District's financial software programs and in Excel.
- Monitors monthly budget versus actual expenditure reports and makes necessary adjusting journal entries and/or budget adjustments.

#### **OTHER DUTIES AND RESPONSIBILITIES**

The Financial Analyst may be called to perform other duties as assigned by the Executive Director of Business Services, Chief Financial Officer, or Superintendent.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Financial Analyst shall be employed on a twelve-month basis with five weeks of vacation.

**EVALUATION**

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.