

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

**BUSINESS OFFICE**  
**4528 Business Analyst**  
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**JOB TITLE: BUSINESS ANALYST**

**REPORTS TO: Business Administrator or Assigned Supervisor**

**SUPERVISES: N/A**

### **NATURE AND SCOPE OF JOB:**

The Business Analyst performs the work involved in collecting, maintaining, and reporting of district information and provides district business services. The position will interact with various schools and units throughout the district for management information purposes.

### **QUALIFICATIONS:**

The Business Analyst shall:

1. Hold a Bachelor's Degree in Accounting, Finance, Public Administration, or Business Administration from an accredited college or university.
2. Applicants who do not possess required education may substitute a related Bachelor's Degree or experience as indicated.
3. Have five (5) years of professional accounts payable, payroll, accounting, budgeting, or managerial experience.
4. Hold a valid driver's license with no serious violations.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

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10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

## **VERIFICATIONS OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official College Transcripts.

## **EMPLOYMENT TERMS:**

The Business Analyst shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by Laws and Codes of the State, and Policies, Rules, and Regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

## **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Business Analyst shall:

1. Perform the work related to collecting, maintaining, and reporting district financial or other requested information.
2. Make inspections of district documents and records to ensure compliance to internal guidelines.
3. Perform compilations of statements and reports using varied forms of information.
4. Conduct of investigations, examinations, and other inquiries of accounts, records, and prepare various reports.
5. Prepare financial, budget, and statistical tabulations.
6. Prepare and interpret business services or other requested information.
7. Assist in designing, revising, and installing data collection systems.
8. Perform work involved in the collection of financial summaries and other statements.
9. Apply and adhere to New Jersey laws and regulations for accounting in school districts.
10. Use computers and/or electronic equipment to fulfill job functions.
11. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
15. Adhere to Federal Statutes and Regulations, New Jersey School Law, Construction Codes, State Board of Education Rules and Regulations, Board of Education Policies and Procedures, and contractual obligations.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

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### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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### **EVALUATION:**

The Business Administrator or assigned supervisor shall evaluate the Business Analyst in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Dr. Dennis Clancy

Approved

1-14-2005

Date

Signature on file in Human Resource Services.