FINANCIAL ANALYST

Qualifications:

- Bachelor's degree in accounting or business-related field. Master's degree preferred.
- Valid New Jersey School Business Administrator Certificate or eligibility preferred.
- Prior successful experience working in a school business office or auditing school boards.
- Comprehensive knowledge of principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
- Demonstrate the ability to adapt to assigned responsibilities with strong technological and organizational skills.
- Demonstrate effective communication skills.
- Experience with Genesis School FI is preferred.
- Compliance with all statutory regulations and district requirements for securing public school employment is required.

Primary Function:

The Financial Analyst supports the School Business Administrator in all aspects of funding and budgetary issues, including but not limited to, payroll, accounts payable, and purchasing. The incumbent serves as the liaison working with respective Central Office departments and schools to maintain account/activities setup, budget transactions and purchase orders. The Financial Analyst monitors, records and reports required financial activities.

Direct Report:

Business Administrator/Board Secretary

Major Duties And Responsibilities:

- The Financial Analyst, serving as a confidential employee, shall assist the School Business Administrator/Board Secretary in the efficient and effective coordination of all aspects of payroll processing and tax reporting, or fund accounting, payables, purchasing, and other financial matters.
- Supports the assistant business administrator and business office staff with periodically examining and analyzing district accounting and payroll records, and preparing reports

for union negotiations.

- Conducts audits and inspections of various financial transactions and records to ensure that the appropriate regulations and accounting procedures are observed.
- Initiates changes and proposes revisions to procedures to increase efficiency and economy of operations of the district.
- Confers with department heads and budget managers to provide advice on the utilization of proper spending, planning, and purchasing procedures.
- Utilize various types of electronic recording and information systems used by the district.
- Supports in the planning for the effective use of available funds including departmental and grant funding.
- Assists in the planning and preparation of the annual budget, as well as long-term planning in terms of resources and needs of the district.
- Assists with checking disbursements and controls to adhere to New Jersey procurement laws.
- Attends applicable professional development and training held by NJASBO and other agencies.
- Performs such other tasks and assumes such other responsibilities as designated by the Business Administrator.

Terms of Employment:

12 month, Non-Bargaining Unit Position

Evaluation:

Will be evaluated by the Business Administrator/Board Secretary in accordance with New Jersey laws and regulations and Tenafly Board of Education policy.

Board Approved: Resolution #P-5/July 15, 2021, Resolution 11.5/July 22, 2024

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