PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8821
Pay Grade: E06

FLSA: Exempt
PTS

SENIOR FINANCIAL REPORTING ANALYST, PROGRAM COST REPORTING

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in Accounting, Finance or Business Administration with a major in Accounting/Finance. Five (5) years progressively responsible work experience in accounting and financial reporting and database mining utilizing MS Access, SQL, or other related software.

PREFERRED:
Experience in public school finance or governmental accounting. CPA designation, CPA candidate or accreditation. Must have a considerable amount of knowledge regarding the principles and practices of governmental accounting/budgeting management and analysis. Demonstrated computer skills with emphasis on report writing, database management, and financial software such as MS Access and Excel. Demonstrated ability in analysis, reporting, methods, and procedures for assigned functional area.

MAJOR FUNCTION

Performs highly complex and advanced, specialized, professional, analytical work involving the gathering, compiling and data mining of financial data and interpreting and translating into meaningful information for management decision-making purposes. Also serves as a mentor to district Financial Reporting Analysts to aid in their professional development.

ESSENTIAL RESPONSIBILITIES

- Coordinates the correction of information in program cost reporting.
- Serves as a liaison with governmental agencies.
- Coordinates program cost reporting activities.
- Participates in cross-functional committees related to financial reporting.
- Coordinates activities between the schools and program cost reporting.
- Troubleshoots software issues as related to program cost reporting.
- Assists with identifying and developing reports to be provided to district- and school-based personnel.
- Recommends improvements of existing automated systems.
- Examines techniques for validity and utilizes proven methods in estimating and identifying expenditures in terms of cost centers and programs; prepares and analyzes related cost accounting reports.
- Applies knowledge of current accounting practices, procedures and principles in analyzing, interpreting, translating, and communicating with full disclosure the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports.
- Facilitates management's control of financial operations and funds by preparing, analyzing, and interpreting appropriate financial statements and reports.
- Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund.
- Analyzes, interprets, translates and communicates information contained in both monthly and annual financial statements; identifies and communicates financial trends and related future fiscal impacts.
- Develops information and reports for management's use in financial decision-making.
- Supports district finance division with complex report development and analysis.
- Requires a solid working knowledge of software and database systems used in financial reporting such as MS Access and MS Excel.
- Responsible for conducting budget and financial analyses, preparing related reports, and providing technical assistance to school, department and program staff on budget and resource allocation matters in assigned area of responsibility.
- Mentors district Financial Reporting Analysts to aid in their professional growth.
- Provides budget analysis reports for administration and departments.
- Develops ad hoc reports as requested.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 9/13/21 LM; BOARD APPROVED: 9/28/21;

SENIOR FINANCIAL REPORTING ANALYST PROGRAM COST REPORTING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				