

## Job Description

**Job Title:** Sr. Financial Analyst

**Supervisor:** Director II, Budget & ERP System

**Pay Grade:** 41SR

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

This is a professional position responsible for performing highly complex data analysis work in support of the Budget Department.

### **Essential Duties**

1. Perform statistical and comparative analyses of revenue and spending (with other school divisions/state average) and provide such data in the form of reports, presentations, spreadsheets, graphs and other visual aids. Assist with compiling and maintaining databases to support these efforts.
2. Generate various complex monthly/quarterly financial reports for executive leadership, management, school leadership grant administrators and department users to assist them in monitoring their expenditures effectively. This support includes the development of reports utilizing key performance indicators (KPIs), to monitor cost effectiveness and efficiencies related to programs and division initiatives and tracking expenditures by function, program, school and/or department.
3. Researches, compiles, maintains, and updates budgetary and forecast data to provide management with trend analyses and recommendations.
4. Informs management of budget variances, explains causes, and measures impact on department mission and resources.
5. Consults with schools, grant administrators and departments regarding budget analysis, financial reports, irregular and unusual transactions and problem resolutions.
6. Work with department managers, ERP systems analyst and information technology support staff to complete system testing, upgrades, production fixes and enhancements of financial support modules such as accounting, purchasing, budget, payroll and HR.
7. Supports division data analytics initiative by working with data warehouse developers and subject matter experts in the proper application of comprehensive business and financial systems data transaction knowledge to the development of new queries or reports available on the division dashboards.
8. Ensures the accuracy of financial data provided and used for budgetary analysis and reporting. This includes working with departments to ensure data accuracy as it relates to division financials. Obtains a great deal of information from various sources and must be able to interpret and distinguish between reliable sources and unreliable sources for specific data analysis.
9. Demonstrate appropriate understanding / working knowledge of accounting principles and internal controls, and applies them.
10. Responsible for the support and maintenance of the MUNIS position control system. Works directly with HR staff and grant managers to ensure moves, adds, changes to positions are properly reflected in the position control system and funding is appropriately allocated in the compensation and benefits budgets.

### **Other Duties**

1. Performs any other related duties as assigned by the Director ERP or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's degree from an accredited four-year college or university in finance, accounting, business or public administration; six (6) years of experience in budget preparation and/or accounting program analysis in a public or governmental setting; experience in performance measurement reporting work; experience with automated financial systems and Microsoft Office Professional 97 or later software. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Extensive experience with researching, compiling, analyzing, and evaluating business and financial analytics. Experienced with enterprise applications and understanding of database driven applications. Demonstrated ability to organize, analyze and interpret trends within data. Expertise with data manipulation and visualization tools.

**Working Conditions & Physical Requirements**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Director of Budget and Finance

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Senior Budget Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Budget and Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date