

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **Financial Analyst Position Description**

**LOCATION:** School Board Office

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 36

**CONTRACT TYPE:** 250 Day – 12-month employee

**FSLA:** Non - Exempt

**IMMEDIATE SUPERVISOR:** Director of Finance

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

Performs professional financial analysis and operational support duties for the Finance Department. This position assists the Director of Finance with financial monitoring, reporting, and compliance with school division policies and procedures. The School Financial Analyst supports the development, documentation, and maintenance of financial processes and procedures, provides training and guidance to school bookkeepers, and assists with ensuring consistent financial practices across the division. Work requires strong analytical, organizational, and communication skills and the ability to collaborate effectively with school and department staff.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provides training, guidance, and ongoing support to school bookkeepers regarding financial procedures, software systems, and division financial policies.
- Assists with developing, documenting, and maintaining financial processes, internal controls, and procedures to ensure consistency and compliance across schools and departments.
- Review's school and departmental financial transactions and reports for accuracy, completeness, and compliance with division policies and applicable regulations.
- Assists the Director of Finance with financial analysis, budget monitoring, reporting, and other operational support activities for the Finance Department.
- Collaborates with school administrators and department staff to support effective financial management and problem resolution.
- Assists with preparation of financial reports, reconciliations, and documentation related to school activity funds and division financial operations.

- Supports implementation and ongoing use of financial systems and tools utilized by the division.
- Supports procurement compliance by assisting schools and departments with purchasing procedures, including use of the eVA procurement system and adherence to applicable purchasing regulations and division policies.
- Assists with internal audit functions by reviewing financial documentation, monitoring internal controls, identifying potential discrepancies, and supporting corrective actions to ensure financial accountability and compliance.
- Assists with monitoring compliance with internal financial controls, policies, and regulatory requirements.
- Manages and maintains employee salary scales, including coordination of updates, placement reviews, compensation analysis, and alignment with approved budget and classification structures.
- Assists with fiscal year budget preparation activities, including personnel cost projections, staffing analyses, salary and benefit calculations, budget tracking, and preparation of supporting financial reports and documentation.
- Provides support for audits, financial reviews, and reporting requirements.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The candidate must possess knowledge of governmental or school finance practices, financial reporting, budgeting, accounting principles, and internal financial controls. Knowledge of public procurement practices and purchasing procedures, including familiarity with the Commonwealth of Virginia's eVA procurement system and applicable purchasing regulations, is preferred. The position requires proficiency in financial software systems, spreadsheets, and standard office applications.

Strong analytical, organizational, and problem-solving skills are required, along with the ability to interpret financial information and communicate it clearly to non-financial staff. The candidate must demonstrate the ability to support internal audit and compliance functions by reviewing financial documentation, monitoring internal controls, and identifying discrepancies or opportunities for improved financial practices. The candidate must also have the ability to develop and maintain clear processes and procedures, provide training and guidance to staff, maintain confidentiality, and establish effective working relationships with administrators, school bookkeepers, and department staff while managing multiple priorities with accuracy and attention to detail.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Finance, Accounting, Business Administration, Public Administration, or a related field preferred. Experience in governmental, school division, or public sector finance is also preferred. Experience with financial analysis, budgeting, accounting systems, or training staff in financial procedures is required.

### **SPECIAL REQUIREMENTS**

The position requires knowledge of public-sector financial management practices and compliance with applicable federal, state, and local regulations governing school division finance. The candidate must demonstrate the ability to interpret and apply financial policies,

procedures, and regulatory requirements to ensure consistent financial practices across schools and departments. The position requires strong analytical and organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

The candidate must maintain a high level of integrity, professionalism, and confidentiality when handling sensitive financial and personnel-related information. Strong communication and interpersonal skills are essential, as the position requires collaboration with the Director of Finance, school administrators, bookkeepers, and other division staff to support financial operations, provide guidance, and promote consistent financial management practices across the division.

May be required to travel between schools, offices, and other division-related locations in the performance of assigned duties. Employees operating a personal or division vehicle for work-related purposes must maintain a valid driver's license and meet all Warren County Public Schools driver eligibility and authorization requirements.

### **PHYSICAL DEMANDS/REQUIREMENTS**

This is sedentary work requiring stooping, kneeling, crouching, reaching, pulling, routine lifting up to approximately 20 pounds, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

### **EVALUATION**

Performance will be evaluated by the Director of Finance in accordance with School Board policies and division guidelines.

*Warren County Public Schools is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, ancestry, genetic information, marital status, or any other characteristic protected by law. WCPS is committed to providing a work environment free from discrimination and harassment.*