

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Financial Analyst / Deputy Finance Director Position Description

**LOCATION:** Central Office

**JOB CATEGORY:** Professional Support

**PAY GRADE:** Grade 25

**FSLA:** Non-Exempt

**IMMEDIATE SUPERVISOR:** Finance Director

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

Performs intermediate technical work involving planning, organizing and maintenance the school division budget and related tasks. Work is performed under general supervision.

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

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

- Collects and prepares data for records and reports;
- Maintains records and generates appropriate reports;
- Makes arithmetical calculations and projections;
- Attends school board meetings;
- Processes documents and other materials related to budget matters;
- Maintains knowledge of county and school division budgeting laws and practices affecting the Finance office or school division;
- Operates standard office equipment to include, word-processing, and data processing equipment, and copiers;
- Supplies budget related information to staff members, building administrators, and others;
- Complies with and supports division regulations and policies;
- Maintains confidential information;
- Coordinates the review and analyses of proposed budgeted revenues and expenditures;
- Assists with all proposed and adopted budget presentations;
- Monitors budget revenue and expenditures;
- Prepares and maintain related financial reports, records and files;
- Provides grants management and grant funding guidance;
- Communicates orally and in writing effectively with school personnel, central office employees, school board members, funding providers, and the general public;
- Checks and reviews a variety of budget data for accuracy, completeness and conformance to established standards and procedures;
- Models non-discriminatory practices in all activities;
- Performs related duties as assigned by supervisor in accordance with the school/system policies and practices.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the budget process, terminology, and methods.
- General knowledge of budget principles and practices as related to the finance process.
- Thorough knowledge of standard office procedures, practices and equipment.
- Ability to maintain complex financial records and to prepare financial reports accurately.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with associates and communicate effectively verbally and in writing.
- Ability to work with deadlines under pressure and to manage multiple complex tasks.
- Ability to maintain an excellent customer focus and a high level of confidentiality.

## **EDUCATION AND EXPERIENCE**

Candidate must be a graduate of an accredited college or university with major coursework in accounting, business administration, finance, public administration or a related field. Experience in public finance administration preferred, but not required.

## **SPECIAL REQUIREMENTS**

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

## **PHYSICAL DEMANDS/REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

## **EVALUATION**

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities by the Director of Finance.