

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, budgeting, internal controls, and compliance with school division policies and procedures. The School Financial Analyst supports the development, documentation, and maintenance of financial processes and standard operating 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, internal controls, and division financial policies.
- Develops, documents, reviews, and maintains financial processes, standard operating procedures, internal controls, and related guidance to promote consistent financial practices across schools and departments.
- Reviews school and departmental financial transactions and reports for accuracy, completeness, and compliance with division policies and applicable requirements.
- Assists the Director of Finance with financial analysis, budget monitoring, reporting, and other operational activities of the Finance Department.

- Collaborates with school administrators, bookkeepers, department staff, and Finance Department personnel to support effective financial management and resolve financial issues.
- Assists with the preparation of financial reports, reconciliations, and documentation related to school activity funds and division financial operations.
- Supports the implementation, maintenance, and effective use of financial systems and tools utilized by the division.
- Assists with internal audit functions by reviewing financial documentation, evaluating internal controls, identifying discrepancies or areas of concern, and supporting corrective actions to strengthen financial accountability and compliance.
- Monitors compliance with internal financial controls, policies, procedures, and applicable 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.
- Collaborates with Finance Department staff, including the Accounts Payable Specialist, in developing, reviewing, and maintaining standard operating procedures for assigned financial functions to promote consistency, continuity, and appropriate internal controls.
- Provides support for external audits, financial reviews, year-end activities, 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. Strong analytical, organizational, and problem-solving skills are required, along with the ability to analyze and 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, evaluating internal controls, and identifying discrepancies or opportunities for improved financial practices. Proficiency in financial software systems, spreadsheets, and standard office applications is required. The candidate must have the ability to develop and maintain clear processes and standard operating 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, internal controls, 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.