

## JOB DESCRIPTION

<b>POSITION TITLE:</b> Financial Business Analyst	<b>JOB CODE:</b> 466G
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Technology Services
<b>DEPARTMENT:</b> Financial Analysis and Training Department	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Internal Compliance	<b>PAY GRADE:</b> Rank D (NT04)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for managing the Financial Analysis and Training Department, including the Financial Training Specialist II and Financial Training Coordinator, and implementing strategies that meet the Financial Services Division strategic goals. Serves as the liaison between Information Technology (IT) and the Functional teams and responsible for financial analysis and reporting, developing business rules, processes and flow carts, leading discovery sessions and documenting requirements, developing procedures, project management, performing quality assurance, user acceptance testing, configuration assistance and software support, training and implementation.	

### REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Business related field
2.	Certification/License Required: None
3.	Experience: 5 years project leadership/management experience; proven ability to express and understand complex financial and technical concepts, develop, document, and maintain operational policies and procedures, including the designing and documenting of detailed process flows and reports; proven data analysis, data verification, and problem solving abilities; advanced understanding of Microsoft products and tools, including but not limited to, Excel skills such as V-Lookup, Pivot Tables, etc.; preferred experience and knowledge of Munis software and its applications
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Organization, written, oral, analytical, communication and presentation; extensive Microsoft Office skills

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Responsible for Program Management of assigned financial software application projects from original concept through final implementation; develops project plans, flow charts and documentation of financial software applications; works as liaison between Information Technology and the Functional teams ensuring successful quality assurance and user acceptance testing of IT applications pertaining to the Financial Software Applications.
3.	Responsible for managing the Financial Analysis and Training Department, including the Financial Training Specialist II and the Financial Training Coordinator.
4.	Provides input to performance objectives and goals and completes annual performance reviews of the Financial Training Specialist II and Financial Training Coordinator.
5.	Responsible and accountable for analyzing financial software applications.
6.	Receives, logs, monitors, tracks and processes technology report requests; meets with departments and ensures reports are developed and completed according to the Department technical specifications.
7.	Ensures technical safeguards are maintained to provide controlled user access, integrity of financial software applications, and user data.
8.	Ensures financial procedures and training documents are current and published for CCSD staff on the Financial Services University and Financial Services Intranet sites.

9.	Responsible for ensuring technical documentation is created or updated for changing technology requirements of financial software applications.
10.	Utilizes excellent communication, analytical, interpersonal, organizational, leadership, and time management skills.
11.	Participates in development and periodic testing of security processes as they relate to the District.
12.	Responsible for the generation of reports and associated data in compliance with established policy and procedures; develops and presents effective management reports.
13.	Responsible for status reporting to the Director of Internal Compliance and other Financial Services management.
14.	Performs financial analysis and reporting and implements strategies to address Financial Services' strategic goals and stakeholder's needs.
15.	Provides constructive feedback and commitment to continuous improvement; works directly with appropriate personnel to understand project concept, objectives, and approach.
16.	Collaborates with technical staff, application development, data owners/subject matter experts, stakeholders, and management.
17.	Provides support and assists in user acceptance validation and/or end user training as needed.
18.	Responsible for creating, maintaining, and executing team training plans; creates, manages and maintains project schedules and scope; estimates time requirements and establishes deadlines.
19.	Manages team member assignments including coordination with other departments.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_