



EMPLOYEE NAME: _____

Revised: 10/12; 6/15; 6/18; 6/19; 6/22; 4/24

JOB DESCRIPTION

POSITION TITLE: Position Analyst	JOB CODE: 466A
DIVISION: Financial Services	SALARY SCHEDULE: Prof/Supervisory Annual
DEPARTMENT: Financial Planning & Analysis	WORKDAYS: Annual Administrative Employees
REPORTS TO: Manager, Position Control	PAY GRADE: Rank E (NK05)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: To assist in the planning and development of the fiscal budget for the Cobb County School District and to accurately analyze, evaluate, and prepare reports relating to positions and accounts.	
REVISION DATE(S): 4/24	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in Business Administration, Finance, Accounting, or related field required
2.	Certification/License Required: None
3.	Experience: 3 years of financial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to work independently; strong analytical skills; strong organizational and interpersonal skills; strong computer skills, including MS Word and Excel.

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 and performs financial account reconciliations and monthly position analysis.
3.	Responsible for maintaining position management processes and documents.
4.	Maintains, updates and reconciles a database of approved positions for the District.
5.	Contributes in the preparation of the Annual Budget Document and other Financial Services documents as needed.
6.	Develops operational and financial procedures/manuals in coordination with other Financial Planning & Analysis staff.
7.	Assists in the preparation and implementation of the fiscal year budget.
8.	Provides budget administrators with technical advice concerning their position budget.
9.	Performs financial, operational, and positional analysis, as needed, for use in reports, presentations, and meetings.
10.	Prepares fiscal research, publications, reports, reconciliations, charts and graphs.
11.	Attends appropriate meetings, trainings and seminars as directed to keep abreast of developing budgetary and financial practices.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____