

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
CLASSIFIED JOB DESCRIPTION**

Job Title: Financial Analyst

Department: Business Affairs

Grade L

H.P.D. 8

D.P.Y. 260

Job Description

Date Reviewed: October 2023

Reports To: Finance Director

Purpose of Job

The purpose of this job is to perform management-level accounting and decision-making functions in a central accounting operation for a county wide system using knowledge of governmental accounting principles and practices. Major areas of responsibility include ensuring the accuracy of accounting data for a multi-fund environment, overseeing and managing insurance/benefit payroll deductions for accuracy and completeness, preparing and analyzing financial statements, assisting in month end and year end close, assisting in implementing fiscal policies and procedures, assisting with accounting software upgrades, solving advanced problems with the management team, and analyzing data and making recommendations to decision makers.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists the Finance Director with ensuring that accounting and payroll records are maintained accurately and in accordance with generally accepted governmental accounting standards.

Prepare and analyze monthly financial statements for multi-fund government environment and compiles quarterly report data for school board and county commission. Conducts additional analysis as necessary.

Prepares monthly insurance trust report information and analyzes information for insurance trust fund as required. Provides trend data to the CFO and Finance Director regarding medical insurance.

Develops, manages and reconciles employee benefit deduction reconciliation spreadsheets (medical, dental, vision, voluntary life, medical FSA/DCAP, and legal). Coordinates with the Benefits Section in the Human Resources Department and directly with insurance providers to resolve discrepancies.

Works directly with the HR Benefit Department for upcoming terminating employees to calculate potential refunds or additional deductions regarding various insurance premiums.

Analyzes and prepares data for the Assistant Finance Director I regarding the miscellaneous payrolls required as it relates to terminated employees that are due insurance refunds by assembling, organizing, and analyzing information from the employee benefits insurance reconciliation spreadsheets.

Calculates matching health insurance benefits and insurance supplements to be paid to the Insurance Trust Fund for employees on a leave of absence. Provides payment information to the Finance Director.

Performs reconciliation and verification of data in payment of third party invoices for items such as school based health services and children in residential treatment facilities and provides to Finance Director for payment approval.

Participates heavily in month end and year end close out procedures as directed by the Finance Director.

Performs monthly reconciliation, journal entries, and monitoring of outstanding Workman's Comp account as directed by the Finance Director.

Researches and resolves problems of the most complex difficulty pertaining to all aspects of fiscal services. Provides technical advice to staff, department heads, and principals as necessary.

Maintains a comprehensive working knowledge of the district's enterprise resource planning system (Enterprise ERP as powered by MUNIS). Assists as necessary with researching functionality and resolving issues.

Assists the Finance Director in analyzing the Annual Financial Report prepared by the state comptroller's office and the ISA financials as prepared by a third party CPA firm.

Provides assistance to auditors by identifying requested information and answering inquiries.

Assists as directed with testing and implementation of software upgrades for the ERP system.

Assists with reviewing and updating policies, procedures and forms.

Continuously analyzes operations to streamline processes and improve efficiencies.

Performs other duties as assigned by the Finance Director.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in accounting or in a related field with 24 semester hours of accounting coursework. Experience equivalent to four years or more in accounting. One of the four years must have been in the business department of a local education agency. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job may be substituted.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Financial Analyst. Has general

knowledge of Business Office and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date