



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Student Activities Sr. Analyst
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	XXXX
<b>Reports to:</b>	Director of Cash & Investments
<b>Shift Length:</b>	8 Hours a Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary:</b>	\$80,000

**Position Summary:**

The Student Activities Sr. Analyst is responsible for the centralized management and oversight of all student activity account transactions across the district. This role ensures compliance with district policies, financial regulations, and audit standards while supporting school-based advisors and principals in the appropriate use of student-generated funds. The Student Activities Sr. Analyst serves as the liaison between schools and the Finance Division, ensuring timely processing, accurate recordkeeping, and transparent reporting of student activity funds.

**Essential Functions:**

- Manage the centralized review, processing, and disbursement of all student activity fund requests submitted by schools.
- Ensure all submitted documentation (e.g., fund request forms, invoices, receipts, meeting minutes) is complete, compliant, and properly approved.
- Communicate with school-based advisors and principals to resolve submission errors and provide guidance on documentation requirements.
- Maintain a digital recordkeeping system for all transactions to ensure compliance with audit requirements and support financial transparency.
- Track fund balances for each school's student activity accounts, ensuring funds are used in accordance with district policy and approval.
- Coordinate disbursement of payments through vendor payables or staff reimbursements, meeting the processing standard.
- Conduct periodic internal audits in collaboration with the Finance Division to ensure procedural integrity and identify risks.
- Train school-based staff on fund request processes, required documentation, and compliance expectations.
- Collaborate with IT and Treasury teams to improve automation and streamline workflows related to student activity account management.
- Prepare reports on fund usage, audit findings, and process improvements for Finance leadership.
- Serve as the point of contact for all student activity account questions, issues, and escalations from schools.
- Coordinates check distribution, ensuring all district documentation is complete and submitted in compliance with district policies and procedures.
- Event management for school activities management system
- Performs other duties as assigned by the Director of Cash & Investments

**Knowledge, Skills, and Abilities:**

- Strong knowledge of financial controls, fund accounting, and public sector compliance
- Excellent organizational skills with attention to detail and process accuracy
- Strong written and verbal communication skills for school-level support and training



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- Familiarity with school business operations and student activity structures preferred
- Proficiency in Microsoft Office Suite (Excel, Outlook, Word)
- Ability to analyze, audit, and reconcile financial transactions
- Ability to prioritize and manage multiple time-sensitive tasks with limited supervision
- Knowledge of document retention standards and digital filing systems
- Professionalism in working with staff at all levels and across departments

**Experience:**

- Minimum 3 years of experience in financial operations, school finance, or fund management

**Education:**

- Bachelor's degree in business, Finance, Accounting, or related field

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

\_\_\_\_\_  
Employee Date  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***