



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

Position Title:	ESSER Finance Analyst
Payroll/Personnel Type:	Temporary
Job #:	8874
Reports to:	Finance Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The **ESSER Finance Analyst** who will be monitoring ESSER spending and time entry relating for activities that are related to the ESSER II Grant.

Essential Functions:

- Manage Extra Service and Overtime Time Entry and process for Before/After Transportation Program
- Provide procurement and time entry assistance for the Before/After Care Program through Student Support Services
- Assist in monitor ESSER spending at FMO Level
- Process Budget Adjustments and help with ESSER monthly reporting
- Coordinate prompt handling of all customer service requests of any payroll or FMO requests related to ESSER
- Audit all entries by location to SAP and Kronos for compliance with established Standards
- Serve as Central Office Liaison for all ESSER spending as it related to Amazon
- Review and payroll and budget for analytical and budgetary compliance
- Other duties as assigned as it related to ESSER

Knowledge, Skills, and Abilities:

- Familiarity with fund accounting practices and standards
- Ability to utilize computer software proficiently (spreadsheets expertly)
- Demonstrated proficiency performing data analysis to support business decisions
- Ability to make financial presentations and effectively communicate complex messages in a logical and concise manner

Experience:

- Two to three years active experience in grant administration/management or finance with federal, state, and local funding or other comparable work

Education:

- Bachelor's Degree in Finance, Accounting, or related field or 5-7 years of finance experience with some administrative responsibilities
- Master of Business Administration, Accounting, or related field (preferred)

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



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

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.