



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

Position Title:	Finance Analyst
Payroll/Personnel Type:	12 Month
Job #:	8999
Reports to:	Manager, Budget and Grants
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Finance Analyst performs assigned financial, budgetary, statistical and other analyses in support of the District’s activities, functions, and programs; assists in the development, implementation and compliance of the District’s budget; supports the day-to-day operations of the Budget and Grants Office; provides a variety of professional support duties and assists school and department staff with any budgetary needs Reviews and reconciles assigned budget locations/grants; and performs related duties as assigned .

Essential Functions:

- Analyzes assigned location records to determine financial resources required to implement initiatives and submits recommendations for budgeted allocations
- Meet with location manager to ensure funds are being leveraged properly and analyze’s costs in relation to services performed during previous fiscal years to prepare comparative analyses of programs
- Monitor grant projects for compliance with state and/or federal regulations and ensure timely reporting to all monitoring agencies (ex. Final Expenditure Reports (FER), Payment Requests, EPEGS, etc)
- Monitor accounting transactions of assigned locations for compliance and accuracy
- Support Budget and Grants processes and systems to ensure efficiency and suggest any improvements in processes and systems
- Research and analyze financial business issues and problem situations, evaluate issues and provide solutions
- Supporting system conversions and upgrades, utilizing various computer systems to extract, format, and monitor data, including running queries and generating a variety of computerized reports
- Responds to all requests for financial reports, audit reports, requests for budget revisions, etc Seek guidance from Director, Managers, and Program Administrator where appropriate
- Prepare detailed reports of actions taken in programs to provide information to requesting source, both internal and external requestors
- Develops, analyzes and reviews office reports
- Maintains master files on office official documents and monitors all paperwork connected with programs with separate funding strategies
- Reconciles monthly budget activities to approved budget and works proactively with the other analysts and accountants to correctly capture budget activity for timely reporting
- Prepares regular and special budget reports to interpret budget directives and to establish policies for carrying out directives



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- Consults with department heads to ensure adjustments are made in accordance with program changes to facilitate long-term planning

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:

- Three years' experience in finance, budgeting, capital planning or related field

Education:

- Bachelor's Degree in Finance, Accounting, or related field or 5-7 years of finance experience with some administrative responsibilities

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



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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.