



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

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<b>Position Title:</b>	Transportation Financial Analyst
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8514
<b>Reports to:</b>	Director of Transportation
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

This position requires a candidate with strong financial and budgeting skills along with communication, organizational, and interpersonal skills. Solid technology skills, including proficiency with Microsoft Excel, are also important.

**Essential Functions:**

- Coordinate the planning, organizing, and development of the annual department budget
- Reviews and processes requisitions, invoices, and vouchers from all vendors.
- Assist in performing initial review and multi-year trend analysis of revenue and expenses to ensure accurate projections.
- Assist in examining budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Monitor disbursements to identify rates of spending comparatively to budget, conduct research, identify issues as they arise, and communicate recommended corrective steps as needed.
- Prepare monthly reports ensuring compliance within established departmental budgets.
- Respond to finance and budget inquiries from staff, departments, and the public.
- Make recommendations to improve the management of department budgets.
- Seek new ways to improve efficiencies and recommend policy adjustments accordingly.
- Prepare monthly flash reports for presentation during the Monthly Joint Review (MJR).
- Assist with year-end budgetary reconciliations, prepare transfer recommendations and appropriation increases, as well as participate in year-end reporting preparation for reports filed annually with the Missouri Department of Elementary and Secondary Education (DESE).
- Prepare the annual Key Performance Index report for the Council of Greater City School (CGCS)
- Assist in drafting and reviewing the annual End of Year Report. Creating templates for future End of Year reports.
- Coordinate the department's responsibilities in responding to various independent audits.
- Prepare reports, analysis, and research to support the financial operations of the department.
- Responds to requests for information from management, vendors, staff, and other interested parties.
- Ability to manage confidential information
- Perform additional duties and or special projects as requested.

**Knowledge, Skills, and Abilities:**

- Ability to work overtime, weekends, or late hours, if necessary.
- Ability to speak clearly to communicate.
- Excellent proficiency in Excel and other Microsoft office products. Ability to transition system upgrades and changes as they occur.
- Excellent communication skills necessary to positively interact with the students and staff members.
- Strong time-management skills, ability to organize time efficiently; prioritize multiple tasks, and adjust workload as needed in a team.



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- Ability to establish and maintain harmonious working relationships with co-workers, other school division personnel, and the general public.
- Highly effective written and verbal communication skills.
- Self-starter, with a strong work ethic, who is flexible and open to change.

**Experience:**

- Preferred: Three years of successful relevant work experience in finance, budgeting, capital planning, or related field
- Experience in public sector organization, preferably a school district
- Familiarity with SAP/BusinessPlus or related software application

**Education:**

- Required: Bachelor’s Degree required in accounting, public administration, or finance-related discipline.

**Physical Requirements:**

- 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
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver’s license
- Must be physically able to operate a motor vehicle

**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 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	_____ Date
_____ Immediate Supervisor		
_____ 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.***