



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

Position Title:	Lead Finance Analyst
Payroll/Personnel Type:	12 Month
Job #:	8987
Reports to:	Manager, Budget and Grants
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

The Lead Financial Analyst performs assigned complex and in-depth financial, budgetary, statistical and other management analyses in support of the District's activities, functions, and programs; serves as a lead in the development, implementation and control of the District's budget; assists in the long range financial planning process and the annual development; prepares monthly financial reports for Budget Managers; reviews and reconciles assigned budget locations/grants and reviews financial processes to recommend improvements; and performs related duties as assigned.

Essential Functions:

- Perform financial, budget, management and policy assignments in accordance with guidance and instructions given regarding approach and expected results Use appropriate analytical techniques and statistical and information-gathering processes to obtain required information Logically summarize findings
- Develop and utilize spreadsheets, databases and other computer applications to assist with assigned duties, projects and reports Develop computer-aided tools for use by departments, programs and schools to help them manage their budget responsibilities
- Assist in the preparation, development, and implementation of District, program and department budgets
- Develop and communicate budget schedule and guidelines to department managers, supervisors and staff
- Provide budget-related training one-on-one or in groups, as needed
- Analytically review budget submissions from programs and departments Review budget for conformity with instructions and format Make recommendations for budget modifications
- Ensure that budgets are appropriately coded in accordance with the Missouri Department of Elementary and Secondary Education (DESE)
- Review and suggest methodologies for analytical and budgetary processes Research and recommend changes to given approach and technique
- Assist with the preparation of the District's annual "Proposed" and "Adopted" budget documents, including preparation of financial and statistical charts and graphs Ensure compliance with state reporting requirements related to the adopted budget
- Assist in the preparation of presentation materials for any Finance Forums, Committees, and other District leadership teams, including the preparation of complex charts and graphs
- Assist in the preparation of the District's annual budget book and other budget and grant office documents to continually improve the communication of complex budget information to the District's stakeholders
- Monitor District's expenditures to ensure compliance with the adopted budget
- Maintain knowledge of local budget law to help the District comply with the law
- Monitor budget transfers and journal entries and approve when necessary



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- Monitor budgets on a regular basis to ensure that no fund or account code group has a significant negative balance
- employees are in a valid, authorized position within the District's operating budget
- Work closely with the HR Specialist to troubleshoot problems related to position control
- Prepare a monthly financial projection of the District's annual operating revenues and expenditures and explain significant variances between actuals and budget
- Participate in the development, maintenance and innovation of budget- and financial-related processes and procedures with a focus on creating improvements and efficiencies
- Provide excellent customer service and information to department managers, supervisors and staff on budget related matters and issues
- Professionally represent the District in interactions with parents, community, staff and students
- Maintain appropriate certifications and training hours as required
- Comply with applicable District, state, local and federal laws, rules and regulations
- Other duties may be assigned as needed

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
- ERP System Implementation Experience (preferred)
- SAP Experience

Education:

- Bachelor's Degree in Finance, Accounting, or related field (required)
- 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

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



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duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

	Date		Date
Employee		Immediate Supervisor	

	Date
Human Resources	

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.