

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Non-Union

FINANCIAL ANALYST

Required Qualifications:

- B.A. Degree in Accounting
- Minimum of two (2) years of governmental accounting and/or budgeting experience
- Two (2) additional years of experience relative to job responsibilities may substitute for the above degree requirement
- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Desired Qualifications:

- Knowledge of law, rules and regulations pertaining to school financial systems
- Knowledge of administrative computer applications as related to departmental job functions

Performance Responsibilities:

- Assist in the fiscal operation of the district in accordance with established principles and procedures, including the development, maintenance, and documentation of fiscal procedures and audit controls, developing schedules and reports as needed by the Chief Financial Officer
- Plan and organize accounting activities, including assigning priorities and deadlines, coordinating workflow to meet deadlines, and coordinate training of personnel
- Perform various accounting and data-entry activities related to general accounting, accounts payable, grants, capital projects, and internal service funds, in accordance with established principles and procedures while maintaining confidentiality
- Provide guidance to support staff and assist employees performing bookkeeping activities by resolving finance related issues
- Monitor and review district finance systems, analyze district accounting data, and perform reviews as necessary
- Prepare journal entries and maintain applicable ledgers, including various project ledgers
- Prepare and reconcile bank deposits
- Prepare receivable invoices and statements
- Analyze and maintain budgets, expenditures, and prospective plans for Debt Service and Capital Projects
- Analyze and balance the general ledger accounts monthly and annually
- Audit vendor invoices, approve for payment, generate, and analyze check runs
- Supervise staff in the absence of the Chief Financial Officer

- Act in a lead capacity and review work of and provide training to staff
- Develop and maintain the district chart of accounts
- Analyze Charter School financial statements and review applications for compliance
- Maintain, update, and submit monthly reports as required by outside agencies
- Review and monitor local, state, and federal grants including financial reporting
- Sustain focus and attention
- Keep Chief Financial Officer informed of any areas of concern
- Perform other duties as assigned by Chief Financial Officer

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports to the Chief Financial Officer &/or Designee

Evaluation:

Evaluated by the Chief Financial Officer &/or Designee

Terms of Employment:

12- month employment

Salary:

Salary based upon approved salary schedule – PTS Level D

Job Code:

75030

Board Approved: 10/25/22,06/11/24

Revised: 06/11/2024