JOB DESCRIPTION

POSITION TITLE: Financial Analyst
JOB CODE: 466B
DIVISION: Financial Services
SALARY SCHEDULE: Prof/Supervisory Annual
DEPARTMENT: Financial Planning & Analysis
WORK DAYS: 238
REPORTS TO: Manager, Position Control
PAY GRADE: Rank F (NK06)
FLSA: Exempt
PAY FREQUENCY: Monthly

PRIMARY FUNCTION: To assist in the planning and development of the fiscal budget for the Cobb County School District and to accurately analyze, evaluate, and prepare reports relating to programs and accounts.

REQUIREMENTS:

1. Educational Level: Bachelor Degree in Business Administration, Finance, Accounting or related field required
2. Certification/License Required: None
3. Experience: 2 years of financial experience
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; working knowledge of PCs and software

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Responsible for and performs financial, budget and property account reconciliations.
3. Responsible for maintaining position control processes and documents.
5. Assists in the development of operational and financial procedures/manuals.
6. Assists in the preparation and implementation of the fiscal year budget.
7. Assists in providing budget administrators with technical advice concerning their budget.
8. Compiles financial/miscellaneous data for use in reports, presentations and meetings.
9. Assists in the preparation of fiscal research, publications, reports, reconciliations, charts and graphs.
10. Attends appropriate meetings, trainings and seminars as directed to keep abreast of developing budgetary and financial practices.
11. Performs other duties as assigned by appropriate administrator.

Signature of Employee________________________________________ Date ____________________

Signature of Supervisor________________________________________ Date ____________________