

SPRINGFIELD PUBLIC SCHOOLS
Springfield, Massachusetts

TITLE: Financial Analyst (non-bargaining position)
(Two Positions)

APPLICATIONS: Please submit a letter stating your interest in the position and how your background and experience fits the position. In addition, include a resume not to exceed 3 pages. Please submit your letter and resume to Melissa Shea, Executive Director of Human Resources, 1550 Main Street, PO Box 1410, Springfield, MA 01103 by August 10, 2010.

JOB NUMBER: 390209557

DEPARTMENT: Business and Financial Services

SALARY RANGE: \$42,568 – 54,274 (depending on experience)

FUNDING SOURCE: General Fund

JOB DESCRIPTION: As a financial analyst in the Business and Financial Services Department, this position is responsible for the compilation of statistical data to be used in the development of the overall annual budget. Additional responsibilities include: development of financial reports, accounting, analysis and monitoring of finances for assigned schools and locations; development, implementation, forecasting, and preparation analysis and reconciliation of municipal departments' departmental revenues and expenditures; and monitoring personal service, fringe benefits expenditures, reports and special projects as assigned. Also required is the ability to multitask and handle several projects at any given time in collaboration with various departments to develop the annual budget, capital plan, operating plans, and other projects as assigned. Work is performed under the general supervision of the Budget Director. In addition, the financial analyst provides financial and statistical analysis needed to support decision making by the District's leaders. The Business and Financial Services Department is a fast-paced, dynamic environment that is a great opportunity for candidates aspiring to be administrators and managers.

**STATEMENT OF
DUTIES:**

1. Accounting and reporting of all school district activities including general operations and grants using the MUNIS financial accounting software system, including financial statement preparation and reporting, budget preparation and analysis, payroll management, performance reporting measures, grant reporting and compliance auditing.
2. Forecasting of revenues and expenditures, analyzing departmental spending and implementing cost control measures to align departmental spending with authorized appropriation limits
3. Identifying and monitoring key budget and policy issues and proposing and analyzing savings initiatives to increase efficiency and standardize operations. Working with senior leadership, principals, and department heads to assist with financial, procurement or other business needs.
4. Implementing any corrective actions identified in departmental audits by the City Auditor, Independent Auditors and Federal or State audit findings.
5. Performing any other duties as assigned by the Budget Director or his/her designee relative to the most efficient operation of the Business and Financial Services Department.

- QUALIFICATIONS:**
1. Bachelor's Degree from an accredited college or University with major in accounting, finance or similar field of study is required. Master's degree is preferred.
 2. One to three years experience in a complex and demanding accounting, finance, or related environment required. Municipal Accounting experience preferred.
 3. Ability to express oneself clearly and concisely both orally, in writing and through presentations.
 4. Proficiency in Microsoft Excel and Word required.
 5. Proficiency in MUNIS financial accounting software system and other Microsoft applications such as Access, PowerPoint and Visio preferred.
 6. Ability to be a team player and work well with others.

It is the policy of the Springfield Public Schools not to discriminate on the basis of sex, race, color, religion, national origin, disability or sexual orientation in its education programs, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Chapter 622 of the Massachusetts General Laws, and Section 504 of the Rehabilitation Act of 1973.

APPROVED:

Melissa Shea
Executive Director of Human Resources