

PCSB: 6559
Pay Grade: E04

FLSA: Exempt
PTS

FINANCIAL REPORTING ANALYST

REPORTS TO:

Administrator(s) for Business and Finance Services
Administrator(s) for Operational Services, Food Services
Administrator(s) for Human Resources Services, Risk Management and Insurance

SUPERVISES:

Support Staff

QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in Accounting, Finance or Business Administration Mathematics, Statistics, or related field, in combination with progressively responsible relevant work experience in accounting, and financial reporting, data analysis, or data compliance.

PREFERRED:

Experience in public school finance or governmental accounting. CPA designation. Demonstrated computer skills with emphasis on personal computers and related software, in particular EXCEL.
Employee Benefit Position: Prefer training or experience in health and welfare plans; specific accounting for self-insurance and the requirements under the Affordable Care Act.

MAJOR FUNCTION

Performs advanced, specialized, professional work involving the administration of the district's employee benefit plans, medical privacy and data security, and compliance with all relevant federal and state regulations, school board polices and labor agreements governing employee benefits.

ESSENTIAL RESPONSIBILITIES

All positions within this job classification perform duties including, but not limited to, the following:

- Examines techniques for validity and utilizes proven methods in estimating and identifying expenditures in terms of cost centers and programs; prepares and analyzes related cost accounting reports
- Applies knowledge of current accounting practices, procedures and principles in analyzing, interpreting, translating, and communicating with full disclosure the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports
- Facilitates management's control of financial operations and funds by preparing, analyzing, and interpreting appropriate financial statements and reports
- Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund
- Analyzes, interprets, translates, and communicates information contained in both monthly and annual financial statements; identifies and communicates financial trends and related future fiscal impacts
Develops information and reports for management's use in financial decision-making
- Utilizes microcomputer software applications as necessary in developing financial statements, spreadsheets, and reports
- Performs other related duties as required

Additional department-specific duties and responsibilities are as follows:

Accounting:

- Oversees the development, preparation and monitoring of all the district's financial accounting reports
- Plans, coordinates, prepares and submits the district's Annual Cost Report to the Florida Department of Education; analyzes for State Law expenditure compliance
- Prepares Cost Report derivations for Department of Research's use for "Profile" input data
- Determines and demonstrates the school district's compliance with finance-related legal and contractual provisions, particularly in areas such as indirect costs and FA399

OR

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ESSENTIAL RESPONSIBILITIES (Continued)

Accounting (Continued):

- Provides budget analysis and accounting reports for federal programs including the FA399 reports Responsible for assessing cash needs and for requesting cash disbursements on Federal Direct and Federal through state funds, so as not to exceed the mandated limits pertaining to holding cash on hand

Finance Department:

- Reconciles the accounting for capital projects among the five year plant survey, the three year capital outlay plan, actual contracts for planning, engineering, and construction, and invoices paid and encumbrance balances
- Supports the development of the District Cost Report
- Coordinates activities with the budget department, central accounting, and institutional services

Business Management Department:

- Coordinates billings, requisitions, account coding, and division project accounting coordination
- Provides project life-to-date management reports, monitors the project tracking databases from the accounting perspective, and resolves billing problems
- Coordinates activities with Budget, Accounting, and Finance departments
- Supervises Senior Account Clerk and Clerk Specialist I
- Coordinates construction project audits with outside CPA firm
- Participates in all architect and construction manager evaluation, selection and negotiation meetings
- Provides budget analysis for all board agendas submitted by the division
- Summarizes and distributes overtime analysis on a monthly and annual basis division-wide
- Monitors and distributes monthly leave time reports for the Maintenance Department
- Monitors and distributes monthly capital and discretionary budget reports division-wide
- Prepares submissions to the Capital Outlay Committee and coordinates distribution to the division
- Prepares annual submission of division based discretionary budgets
- Coordinates accounts receivable for field trip revenue

Pinellas Technical College (PTC):

- Serves as the senior financial professional for PTC business, accounting, bookkeeping, and reporting processes
- Provides financial guidance and advice to the PTC Executive Director, Career, Technical and Adult Education and PTC administration
- Provides guidance and mentorship to PTC's accounting and bookkeeping staff
- Ensures all financial reporting is accurate by overseeing the development and preparation of PTC's internal and external financial reports
- Provides analysis of current and future financial trends to assist in improving PTC's financial visibility and business processes for PTC programs, commercial training, and business operations, including production accounts
- Utilizes proven methods in estimating and identifying expenditures for PTC in general as well as the individual cost centers and programs
- Performs research and analysis to determine fiscal strategies to improve PTC's competitiveness in the career technical education field
- Serves as the subject matter expert on financial matters involving grant and business proposals, including general responsibility for overseeing proposal pricing, and provide guidance and assistance to staff establishing and executing grants and commercial services

Budget and Resource Allocation Department:

Budget

- Develops prepares and monitors the district's budget plans Projects, analyzes and prepares district salary budgets
- Provides budget analysis reports for administration and departments Prepares preliminary reports used for state reporting of Stimulus funding Assists, advises and reviews department base budgets
- Develops, prepares and analyzes documents for Public Hearings and Annual Budget Summary publications

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ESSENTIAL RESPONSIBILITIES (Continued)

Budget and Resource Allocation Department (Continued):

Budget (Continued)

- Aligns district budget with CABM model
- Develops reports for analysis and distribution of Position Control information Liaison with MIS for Position Control and Budget modules in TERMS Researches budget anomalies and makes recommendations and adjustments Develops ad hoc reports as requested
- Works with schools, departments and FTE to identify and remedy FTE compliance issues.
- Performs various cost analyses and develops cost reports for use by upper management in the decision-making process.

FTE:

- Ensures proper FTE collection and reporting
- Conducts training sessions for DMT's
- Coordinates the correction of information in State reporting
- Serves as a liaison with governmental agencies
- Coordinates reporting activities
- Participates in cross-functional committees related to state reporting
- Coordinates activities between the schools and state reporting
- Troubleshoots software issues as related to state reporting
- Assists with identifying and developing reports to be provided to district and school based personnel
- Recommends improvements of existing automated systems
- Monitors all FTE figures for budgeting purposes
- Provides FTE figures to school based and district personnel

Food Service Department:

- Develops, prepares, and monitors the annual food service budget and related financial statements and records for all food service programs
- Prepares and evaluates the monthly profit and loss statements for the food service operation
- Prepares "break-even point" statements for all schools
- Prepares revenue and participation reports for use in staffing
- Coordinates training in food service financial topics for department
- Delegates work to assigned staff
- Oversees the integration of Food Service Point-of-Sale System with the district's Financial Management System

Employee Benefits Department:

- Processes electronic notification from Medical carrier/TPA of funding request and coordinates deposits and activities with Budgeting and Finance, and Cash Management departments
- Coordinates with Carrier/TPA and Treasury monitoring the status of the accounts to ensure funds are deposited
- Reviews medical and pharmacy claims reporting, provide analysis to Risk Management and Finance departments as required
- Monitors banking and claims reports and coordinates with Carrier/TPA to assure appropriate Stop-Loss reimbursements are received
- Creates and manages data reporting necessary for compliance with Patient Protection Affordable Care Act reporting; including but not limited to Section 6056, 6055 and IRS Forms 1094 and 1095, PCORI fees and transitional reinsurance fees
- Reviews and approves monthly employee benefit payments processed by Benefit Analyst
- Creates and maintains monthly benefit payment spreadsheets and management dashboard; analyzes data and report discrepancies and trends for Risk Management, Finance, Leadership and Board review.
- Complies with all HIPAA data privacy and protection processes in conjunctions with self-funded programs
- Performs other financial and insurance related duties as required

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/91 PBL; BOARD APPROVED: 7/24/91; REVISED (D & R ONLY) 8/94 PBL/BMP;
REVISED (D&R ONLY) 11/95 PBL; DELETED AUDITING DEPT D&R: 7/04 AK; REVISED D&R 12/10
RAS; REVISED MQ, ER 10/09/15 CH; BOARD APPROVED: 10/27/15; REVISED MQ, ER 04/01/16 CH;
BOARD APPROVED: 5/17/16

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Financial Reporting Analyst - PTS