EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: **Fiscal Analyst**

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: SU102

Summary: Provides financial data used to prepare the general fund budgets, participants in the preparations of the budget and monitors, reviews and reconciles budget information during the year. Assists supervisors, employees, project managers, departments and schools with financial data and budget requests. Provides daily support to departments with account codes, postings, financial data and budget information.

Essential Duties and Responsibilities:

- Prepares a daily report for investments
- Assists with the Annual Financial Report- reporting and reconciliation
- Processes on line banking ACH transactions, fund transfers for investment and operations purposes
- Verifies, reconciles, and processes Risk Management payments
- Prepares and enters journal entries in the FInancial Information System
- Provides appropriate account codes for payments processed for Accounting
- Oversees the billing to various schools and agencies for reimbursements, contracted services, and other miscellaneous invoices
- Codes new employees with appropriate accounts and payroll codes, researches and generates applicable data needed to set up new hires within the payroll system
- Reviews and corrects payroll exceptions prior to final processing, correcting invalid account numbers or payroll codes.
- Prepares salary and fringe benefits projections for budget purposes utilized by supervisors, project managers, and department heads
- Reconciles expenditures and revenue accounts within the General Fund
- Prepares and formats various reports for departments

Other Duties:

Other duties as assigned that are related to the functions of the position.

The East Baton Rouge Parish School System and all of its entities (including Career and Technical Education Programs) do not discriminate on the basis of age, race, religion, national origin, disability, or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794). The Title IX Coordinator is Andrew Davis, Director of Risk Management – ADavis6@ebrschools.org, (225) 929-8705. The Section 504 Coordinator is Danielle Staten-Ojo – DStaten@ebrschools.org, (225) 326-5668.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Bachelor's degree required with at least six semester hours of accounting from a regular college or business school, plus four years experience in an accounting, payroll, or other financial position. An additional two years experience may be substituted for required accounting courses.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

Verifient Link

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.

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