

CASH MANAGEMENT ANALYST – CITY SCHOOL DISTRICT

Code No.: 3-10-089
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an analyst position in the accounting and finance and audit section of the Rochester City School District (RCSD). The position is responsible for monitoring the investment of cash (bank accounts) held by district schools, and other functional departments of the RCSD. Determinations are made as to the adequacy of control over cash assets and for deriving and reporting certain cash related accounting information to the district Accounting Department and external auditors (CPA firm) for inclusion in year end financial statements. Responsibility may also involve training district bookkeeping staff on proper cash accounting procedures and other issues relating to the control and safe keeping of cash and other district assets. Employees utilize a computer in the performance of duties. The employee reports directly to and works under the general supervision of a senior level financial staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Assesses adequacy of bookkeeping, cash investment, and control functions on a district-wide basis;

Monitors and troubleshoots school-based bookkeeping system;

Prepares reports on investments and status of school and departmental based bookkeeping functions and bank accounts;

Derives and reports year-end financial balances from school-based accounts for inclusion in annual financial statements;

Assists external auditors with their review of school-based and other district accounts;

Acts as a liaison to district commercial banks, and assists bookkeeping personnel with issues relating to banking in order to maximize return and minimize costs;

Serves as trainer for school-based bookkeeping staff;

Develops and maintains data base of bank accounts held by the district;

Maintains records of all school and central office departmental bank accounts;

Completes special projects as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of retail banking procedures; good knowledge of cash bookkeeping and control procedures; working knowledge of computer applications including spreadsheet software; analytical skills; report writing skills; ability to identify district policy

deviations; ability to recommend solutions to cash management and control problems; ability to prepare and analyze various financial reports and other statements; ability to serve as liaison between school bookkeeping personnel and commercial banking institutions; ability to adapt to changing financial environments; mathematical ability; creative; innovative; ability to communicate well; integrity; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Economics, or Business Administration plus three (3) years experience in financial analysis or investment analysis.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 9, 2000