

MANAGER OF FINANCIAL REPORTING

Code No. 3-18-413
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position responsible for developing, coordinating, and managing the financial and organizational performance reporting process for a school district. Reporting process is the process used to gather, consolidate, understand and analyze data and distribute and communicate data to key stakeholders. Duties involve developing consolidated financial and operational reports on a regular basis and improving existing policies and procedures. The employee reports directly to, and works under the general supervision of the Director of Budget or other higher-level 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.)

Develops financial and headcount reports generated from the general ledger, human resource computer system records, and budget database;

Develops financial and headcount variance reports generated from department heads and organizational leaders;

Compiles operational reports and statistical reports on items such as, but not limited to, program results, student enrollment, and dropout rates;

Provides financial and headcount reports, variance reports, and operational reports to various staff such as the Chief Financial Officer, and to outside agencies;

Coordinates the development and design of new systems, policies and procedures for improving the efficiency of the financial and operational performance reporting of the school district including determining types of reports to be generated based on recipient, the format, and timeline, and developing procedures to monitor costs and program results;

Develops and monitors benchmarking metrics, with the assistance of various school personnel, to improve the efficiency and performance of the school district;

Coordinates development of database system improvements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of financial and budgetary reporting practices and procedures; thorough knowledge of financial systems utilized by the school district; good knowledge of financial policies and operating procedures of the school district; analytical and organizational skill; ability to assimilate data; ability to develop operational and statistical reports; ability to develop financial and headcount reports and variance reports utilizing a computer; ability to communicate effectively both orally and in writing; ability to establish and maintain effective professional relationships; ability to prepare financial reports utilizing a computer; ability to assess current policies and procedures and make improvements that increases efficiency; ability to coordinate development of database system improvements; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university

with a Master's degree in Business Administration, Finance, Accounting, or Economics, plus two (2) years paid full-time or its part-time equivalent experience in budget analysis, financial analysis, or accounting, including two (2) years in the operation of a computer using software related to the reporting and analyses of financial data; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Finance, Accounting, or Economics, plus four (4) years experience as defined in (A) above, two (2) years of which must have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years paid full-time or its part-time equivalent experience as defined in (A) above, two (2) years of which must have involved the operation of a computer using software related to the reporting and analyses of financial data; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A) and (B) and (C) above sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: June 5, 2003

REVISED: October 9, 2014