

Anoka-Hennepin Independent School District #11
Job Description

Title: Financial Data Specialist
Department: Business Services
Reports to: Director of Finance
Prepared Date: August, 2013

SUMMARY OF RESPONSIBILITIES

Responsible for supporting payroll and accounting by collecting, analyzing and reporting the district financial data utilizing multiple systems and formats.

DUTIES AND RESPONSIBILITIES

- Ensures the integrity of financial data including data extraction, processing, storage, and analysis.
- Analyzes financial data for the purpose of identifying budgetary variances, verification of adherence to district objectives and compliance with state and federal reporting requirements.
- Assist in training other staff (e.g. report processing, reporting rules and standards, etc.) for the purpose of ensuring compliance with district, state and federal regulations.
- Maintains security systems for all users of the district's TIES financial systems for the purpose of managing access, updating system changes and complying with district policies.
- Monitor expenditures of programs and/or sub-programs for the purpose of ensuring the accuracy of reported information and complying with district, state and federal guidelines.
- Prepares diverse reports, documents and other written/electronic materials (e.g. data dashboards, data warehouse reposting system, Cognos) for the purpose of documenting activities, providing clear and cohesive management information, providing reference and/or conveying information that is utilized for management decisions and reporting requirements.
- Researches and analyzes discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to established procedures and processes.
- Responds to inquires for the purpose of providing information to administrative and program personnel.
- Upload and reconciliation of district financial data to the TIES database and accounting system.
- Assists in the entry, analysis and reporting on the State's SERVS and EDRS systems and reconciling these with the district financial reporting systems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business or related field preferred, or five years of experience in related field.

KNOWLEDGE, SKILLS & ABILITIES

Possess advanced knowledge of district, state and federal regulations governing the management of district finances.

Knowledge of various software tools and resources used to collect, analyze and organize data.

Ability to apply district, state and federal policies, practices and guidelines.

Ability to utilize various technology and software to analyze and organize financial data.

Ability to apply standard accounting practices as needed in the course of the job.

Ability to perform complex mathematical calculations.

Ability to work independently assessing and analyzing data with the ability to draw conclusions and present findings and make recommendations.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Ability to lead, guide and/or coordinate others in collaborative projects.

Ability to work under limited supervision following standardized practices and/or methods.

Knowledge of the impact work has on the District.

WORK ENVIRONMENT

Lifting, carrying, pushing, and/or pulling; significant fine finger dexterity.

Generally the job requires 80% sitting, 10% walking, and 10% standing.

This job is performed in a generally clean and healthy environment.