

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Financial Data Specialist  
**Department:** Business Services  
**Reports to:** Director of Finance  
**Prepared Date:** June, 2019

**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**

- Ensure the integrity of financial data including data extraction, processing, storage, and analysis.
- Provide work direction to Accounting Office Professional staff.
- Assist Accounting Manager with reviewing, verifying, and modifying daily, weekly, monthly, and year-end accounting transactions.
- Analyze 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.
- 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.
- Prepare diverse reports, documents, and other written/electronic materials 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.
- Research and analyze discrepancies of financial information and/or documentation for the purpose of ensuring accuracy and adherence to established procedures and processes.
- Respond to inquires for the purpose of providing information to administrative and program personnel.
- Upload and reconciliation of district financial data to the district's financial accounting software.
- Assist in the entry, analysis, and reporting on the State's SERVS and EDRS systems and reconciling these with the district financial reporting systems.
- Performs other tasks and assumes other responsibilities as directed.

**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.

Ability to maintain regular attendance, which includes completing an assigned day.

Performs other tasks and assumes other responsibilities as directed.

### **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.