**SAMPLE JOB DESCRIPTION: ANALYST-FINANCIAL (FOOD SERVICES)**

Job Title: Analyst-Financial (Food Services Department)

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports to: [District Dependent]

Supervisor’s Superior: Director-FSD

Position Supervised: XX

**Job Summary**

Performs specialized accounting and budgetary functions specifically related FSD. Performs a variety of technical and analytical duties in the areas of accounting and budget requiring the application of financial and analytical principles of governmental accounting through the general ledger and K-12 Software. Performs complex budgetary analysis, fiscal research, cost accounting, project accounting and related work for FSD. Works closely with FSD administrative team to establish fiscal and accountability controls.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with developing, recommending, and interpreting the application of financial and budgetary policies, regulations and procedures.
2. Coordinates and assists FS Director and [edit as needed] with management plans for specific budget and expenditure allocations. Prepares budgets, monitors budgeted revenue and expenditures to actual revenue and expenditures.
3. Prepares budget amendments and journal entries as required to the FSD funds, grants, and third party programs.
4. Audits and analyzes accounts and prepares reports on various phases of fiscal activities by compiling, computing, and comparing figures of various accounts.
5. Plans and performs a variety of budget revenue/expenditure projections and fiscal simulations, analyses and calculations. Conducts special cost studies.
6. Initiates, completes, evaluates and validates a variety of state, local and federal reports and financial statement.
7. Invoices and draws-down funds for reimbursement of grant expenditures.
8. Analyzes financial and budgetary statements; identifies trends and concerns with recommended solutions.
9. Suggests process changes in FSD to improve fiscal accountability and transparency through manual or computer processes.
10. Develops and maintains comprehensive historical statistical data necessary to maintain fiscal accountability and transparency in FSD.
11. Monitors compliance with legislation and other legal requirement related to FSD and accepted accounting practices.
12. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and the professional standards.
13. Local travel to school locations may be required.

**Education and Related Work Experience**

To qualify for this position an individual must possess any combination of experience and education that would insure being able to meet and fulfill job requirements; including High School graduate or equivalent.

* Bachelor’s degree in accounting, finance, or related field.
* Four years experience in accounting, budgeting and/or financial management.
* Specific experience using [School District Financial System] is preferred.
* Additional graduate level education may be substituted on a year for year basis for up to two years of experience requirement.
* Thorough knowledge of accounting and routine auditing practices and procedures.
* Knowledge or fund and cost accounting systems in large urban school district or equivalent entity.

**Licenses, Registrations or Certifications**

* Possession of Certified Public Accountant Certificate-Desirable.
* Valid [insert state] Driver’s License

**Technical Skills, Knowledge & Abilities**

* Working knowledge of all federal and state laws; and school board policies related to accounting in the District.
* Knowledge of food service back of the house and front of the house software desirable. For example: POS equipment, scanners and automated cafeteria software used for accountability.
* Knowledge of the general principles related to cost accounting and project accounting.
* Excellent verbal and written presentation skills.
* Ability to prepare clear, concise and comprehensive accounting reports and recommendations to non-financial managers.
* Ability to use statistical concepts and methods and to mathematically analyze expenditure patterns, forecast revenues, cost.
* Ability to gain the cooperation of and work effectively with others.
* Proficient in the knowledge of Microsoft Windows and Microsoft Office applications.
* Supervision and training.

**Physical Demands**

Light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

**Work Environment**

Not substantially exposed to adverse environmental conditions.

**Evaluation**

Performance of this position will be evaluated in accordance with the provisions of Board policy on evaluation of personnel.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*