

Financial Operations Specialist - Financial

JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

PURPOSE: To provide financial insight into overall budget process and analysis for all district funds.

PERFORMANCE RESPONSIBILITIES:

1. Prepares state reports as prescribed by the Department of Local Government Finance and State Board of Accounts.
2. Provides financial forecasting for individual schools, departments, and district.
3. Prepares budget analysis for all district funds.
4. Prepares bond official statements, timelines, and bond related documents.
5. Maintains capital fixed assets and depreciation schedules required by the State Board of Accounts
6. Collaborate with business office staff to provide information for Generally Accepted Accounting Principles (GAAP), and to assist with state required GAAP reporting requirements.
7. Provides guidance and support for internal controls practices building-based and district-wide.
8. Prepares investment strategies analysis and recommendations.
9. Tracks and documents bond reimbursement data.
10. Assists in the financial oversight and budgetary practices of the ECSC and Wayne Sports Park.
11. Performs such other tasks and assumes such other responsibilities as the superintendent or designee may assign.

Updated: September 3, 2019