

# Financial Operations Specialist - Operations

## JOB DESCRIPTION METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

**PURPOSE:** To review and prepare budget analysis and provide support for school and district personnel in search of cost saving measures and operational efficiencies.

### PERFORMANCE RESPONSIBILITIES:

1. Prepares monthly budget analysis for individual schools, departments, and district.
2. Reviews data collection practices, benchmarking with other districts, and makes recommendations for cost-saving measures.
3. Reviews budgets with district leaders and building-based leaders.
4. Identifies efficiencies both building-based and district-wide.
5. Supports district leadership in change efforts for cost management.
6. Oversees construction budgets and payments.
7. Collaborates with operations staff in project management.
8. Provides feedback on financial matters to building administrators and supervisors during site visits.
9. Attends construction meetings.
10. Assists in construction bid process
11. Collaborates with Business Office on construction timelines in an effort to maximize potential investment income of construction proceeds.
12. Performs such other tasks and assumes such other responsibilities as the superintendent or designee may assign.

Updated September 3, 2019