

Loudoun County Public Schools

Financial Analytics Specialist (PS8089)

JOB POSTING

Job Details

Title

Financial Analytics Specialist

Posting ID

PS8089

Description

Job Overview

The Financial Analytics Specialist designs, builds, and improves complex financial models and reporting methods that maintain compliance with state and local mandates and provide actionable information for the School Board, Cabinet, and senior leaders across the school division. The incumbent is a subject matter expert on LCPS financial operations, business systems, and data models. The position coordinates across multiple functions and all LCPS departments to accurately project state and local revenues, payroll expenses, operational expenditures, fund balances, school nutrition services, and others. The Financial Analytics Specialist will support interdisciplinary initiatives to assess specific financial metrics and recommend operational improvements. This role requires the application of independent judgment and advanced problem solving on a regular basis to achieve results that are more complex than standard or administrative financial and accounting tasks.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Builds and maintains reporting methods and data models to produce timely and accurate financial reports mandated by the State and School Board that includes, but are not limited to, the Annual Schools Report, Maintenance of Effort, Maintenance of Equity, Actual Pupil/Teacher Ratios, and Monthly Statement of Funds.
- Designs and produces authoritative, standardized, and actionable financial reports for Cabinet and senior leaders across LCPS that provide insight on positions, compensation expenses, operating expenses, and funds availability.
- Produces the LCPS Quarterly Financial Update, maintaining the set of holistic projection models that integrate across programs, funds, and expenditure types.
- Acts as the school division's subject matter expert on diverse revenue matters (e.g. sales tax, basic aid, cost of competing adjustment, standards of quality, etc.) and local tax funding.
- Conducts ad hoc financial modeling and analytics as directed and in support of cross-department reviews.
- Coordinates with the Department of Digital Innovation and across the Department of Business and Financial Services to optimize the data model for the Financial Data vertical.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business, Accounting, Public Administration, or related field.

Experience

- Experience working with enterprise-class business systems and accounting software.
- Experience with MS Office suite and Google applications.

Licenses and Certifications

N/A

Knowledge, Skills and Abilities

- Demonstrated ability to work independently to produce high-quality work products that integrate with, and support, larger coordinated initiatives.
- Demonstrated ability to build integrated models that incorporate multiple data inputs and variables.
- Demonstrated ability to distill complex or loosely defined questions into finite and quantified projections or answers through the application of gained knowledge and expertise.
- Knowledge of revenue and funding models for Virginia public school systems.
- Knowledge of entry-level data modeling methods and techniques.

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Reports to: Director, Budget and Financial Analytics

FLSA Status: Exempt

Months/Days/Hours: 12 months/ 248 days/8 hours per day

Salary Level: Universal 14

Salary Scale: <https://www.lcps.org/compensation>

Salary Range: 78,237 to 134,943

Remote Work Eligible: Partial

Shift Type

Full-Time

Salary Range

\$73,237.00 - \$134,943.00 / Universal Level 14

Location

Budget and Financial Analytics Office

Applications Accepted

Start Date

03/25/2024

Job Contact

Name

BNF-03E, BNF-03C, BNF-03F

Title

Email

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Phone