



Roanoke County School District

Finance Analyst

Department: Finance
Physical location of position: Central Office
FLSA Status: Exempt not eligible for overtime
Reports to: Director of Finance
Pay Scale: Comprehensive Pay Plan - Grade 117 (\$47,944 - \$76,669)

GENERAL DESCRIPTION

Oversees workers' compensation program. Performs professional accounting and budget analyses utilizing electronic financial systems. Performs detailed worksheet preparation, analysis of financial and budget situations, and completion of monthly financial assignments, with minimal supervision. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

Risk Management (approximately 60%)

- Acts as liaison on workers' compensation claims between the employee, administrator, and principal/supervisor
- Reconciles workers' compensation claims payments
- Acts as liaison on all other non-vehicle claims between the division and insurance company
- Sets up, attends, and documents internal and external claim review meetings
- Prepares annual reports

Accounting and Budget (approximately 25%)

- Prepares and enters journal and budget entries
- Provides counsel to departments and schools on financial and budget questions
- Prepares financial and budget analyses and reports for internal and external use, as requested
- Prepares account reconciliations and audit work papers as needed for the annual audit

Other (approximately 15%)

- Processes finance accounts receivables and payables
- Enters and processes purchasing card statements for finance department
- Scans and files department correspondence
- Other duties as assigned

QUALIFICATIONS

Experience in

- Knowledge and experience in insurance claims, insurance administration, and risk management
- Local government accounting processes and procedures preferred (school finance experience preferential)
- Using computer programs to perform account reconciliations and financial analyses
- Budgetary practices, procedures, and analyses
- Procurement regulations in Virginia



Roanoke County School District Finance Analyst

Ability to

- Communicate effectively orally and in writing
- Prepare and present clear and concise analyses, correspondence, complex reports, and policy recommendations
- Organize conflicting work priorities while coordinating multiple projects with deadlines
- Demonstrate teamwork, flexibility, and ability to adapt to new ideas and situations
- Be dependable, self-motivated, and enjoy performing a wide array of duties
- Exhibit interpersonal sensitivity and deal effectively with employees, parents, and community members
- Practice confidentiality always

Preferred Requirements

- Bachelor's degree from an accredited college or university in accounting, finance, or related field
- 1-5 years experience in accounting, preferably in the government sector
- Proficiencies in Access, Excel, Word, Outlook, and PowerPoint

APPLY

<https://gen-countyofroanoke-prd.inforcloudsuite.com/hcm/xmlhttp/shorturl.do?key=AM>