Position Information

Position Title: Education Finance Analyst
Rate Title: Final Grade: Spec III - 19033
Job Open Date: 02/14/2020
Job Close Date: 02/28/2020
Open Until Filled: No

In this position located in the Office of Grants Management in the Department of Education, the Education Finance Analyst provides financial analysis and assistance to determine specific needs and challenges of state education agencies, local school districts, and other education stakeholders. The position involves the following duties:

- **Position Description:**
  - Provides financial analysis and assistance to determine specific needs and challenges of state education agencies, local school districts, and other education stakeholders. The position involves the following duties:
  - **Required Qualifications:**
    - A Bachelor's degree with studies in a related field or an equivalent combination of education and experience. A graduate degree is preferred.
    - Experience accessing a variety of information resources and applying various computer applications to complex funding issues is required.
    - Demonstrate the ability to develop, use, and maintain large databases and multiple data files.
    - Demonstrate the ability to identify and define issues and problems, and to identify and apply appropriate analytical techniques to complex funding issues.
    - Demonstrate the ability to develop and execute budgets using various computation methods, formulas, forecasting models, and computer applications.
    - Skill in conducting cost analysis of programs, developing and implementing funding formulas, performing research and statistical analyses to reach sound results and conclusions, and developing and presenting complex technical information to various audiences.
    - Extensive knowledge of spreadsheet and relational database applications is required.
    - Experience working with and managing complex education databases is preferred.
    - Working knowledge of macro programming is preferred.
    - Knowledge of government budgetary and financial operations, including budget development and execution processes, budget allocations, financial reporting, and financial computer applications.
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- **Minimum Qualifications:**
  - Knowledge of government budgetary and financial operations, including budget development and execution processes, budget allocations, financial reporting, and financial computer applications.
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- **Preferred Qualifications:**
  - A Bachelor’s degree with studies in a related field or an equivalent combination of education and experience. A graduate degree is preferred.
  - Experience accessing a variety of information resources and applying various computer applications to complex funding issues is required.
  - Demonstrates ability to develop, use, and maintain large databases and multiple data files.
  - Demonstrates ability to identify and define issues and problems, and to identify and apply appropriate analytical techniques to complex funding issues.
  - Demonstrates ability to develop and execute budgets using various computation methods, formulas, forecasting methods, and computer applications.
  - Skill in conducting cost analysis of programs, developing and implementing funding formulas, performing research and statistical analyses to reach sound results and conclusions, and developing and presenting complex technical information to various audiences.
  - Demonstrates ability to develop, use, and maintain large databases and multiple data files.
  - Demonstrates ability to identify and define issues and problems, and to identify and apply appropriate analytical techniques to complex funding issues.
  - Demonstrates ability to develop and execute budgets using various computation methods, formulas, forecasting methods, and computer applications.
  - Skill in conducting cost analysis of programs, developing and implementing funding formulas, performing research and statistical analyses to reach sound results and conclusions, and developing and presenting complex technical information to various audiences.

- **Special Requirements:**
  - Successful candidate must pass a criminal background check.
  - Management approval is required to work in Virginia after successful completion of 6 months of employment and the business needs of the work unit.

- **Special Instructions to Applicants:**
  - To be considered for this position, you must complete a Commonwealth of Virginia application for employment (i.e. state application) through the online “Virginia Jobs” (VJMS) employment site no later than the cut-off date stated in this announcement. The application must be submitted and fully completed, including periods of unemployment, if applicable. Each application is reviewed for completeness that allows the applicant meets the minimum and preferred qualifications stated in the job announcement. The decision to interview an applicant is based on the information provided on the application. Therefore, it is essential to fully complete each section of the application and provide descriptive information.
  - Virginia Department of Education does not provide sponsorship.
  - Please refer to your VDOE account for the status of your application and this position.

- **Contact Information:**
  - Name: Office of Human Resources
  - Phone: 
  - Fax: 
  - Email: 

Posting Specific Questions

**Required fields are indicated with an asterisk (*)**

1. **Do you have an Overseas/International Experience (OIE) for this position?**
   - Yes
   - No
   - No Applicable

2. **Do you have an Overseas/International Experience (OIE) for this position?**
   - Yes
   - No
   - No Applicable

3. **Have you worked in this field of work before?**
   - Yes
   - No
   - No Applicable

4. **Do you have any other source for your employment to be considered for this position?**
   - Yes
   - No
   - No Applicable

5. **Do you have any previous experience in this field of work before?**
   - Yes
   - No
   - No Applicable

6. **Are you currently or have you been employed in this field of work before?**
   - Yes
   - No
   - No Applicable

Applicant Documents

**Required Documents**

1. Resume
2. Cover Letter
3. Work History Form (HR Form)
4. Other (Please specify below)

**Optional Documents**

1. Reference Letters
2. Work History Form (HR Form)
3. Other (Please specify below)