



EDUCATIONAL DATA ANALYST - OPEC

GENERAL RESPONSIBILITIES

Under the leadership of the Executive Director, Office of Programs for Exceptional Children, the position is responsible for providing essential support in the preparation and management of budgets for the program's grants and local operating funds. This includes but is not limited to analyzing and monitoring accounts, performing functions of financial administration, and reporting data associated with the program.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Perform functions of financial administration and reporting to include assisting with the development and adjustment of grant and local budgets, coordinating budgeted funds, and screening and processing requests for expenditures.
- Prepare and maintain reports for reconciling accounts to track grant and local budget expenditures.
- Reconcile categorical grant payroll and fringe benefits charges to the general ledger on a monthly basis.
- Prepare salary and fringe benefit projections for budget development.
- Ensure compliance with the rules and regulations administered by the grantor.
- Monitor contracts for services essential to program and project implementation.
- Create user-friendly financial reports to assist the administration in making data-driven decisions.
- Provide financial and other data necessary to assist with the writing of grants; query data to address specific informational requests.
- Conduct detailed financial analysis and evaluation to assist staff in developing recommendations for programmatic changes.
- Develop specific methods and procedures for financial data collection to house extracted data from a variety of sources.
- Compose and proofread correspondence for various documents.
- Follow established internal protocols to ensure data accuracy.
- Serve as a liaison and collaborate with staff in other offices and departments on issues regarding grant and local budgets.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have a general knowledge of the principles and laws governing school financial budgeting practices and procedures, school administration operations, and grant management processes to include accounting and financial reporting. Must have the ability to present information in an oral and written format; work independently; coordinate multiple assignments and competing priorities simultaneously; communicate effectively across a broad spectrum of staff; and maintain effectively working relationships with supervisors, colleagues, staff, and the general public. Must have a strong analytical background and be proficient in the use of Microsoft Office Suite programs and financial management software to include spreadsheets and databases



EDUCATION AND EXPERIENCE

Bachelor's Degree in Business Administration, Management or a related field required. Advanced level experience in financial management, analysis, and reporting, preferably in the field of education. Some experience in business or governmental budgeting and accounting, preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None

SPECIAL REQUIREMENTS

Possession of a valid driver's license