

Hinsdale High School District 86
Job Description

JOB TITLE: Business Analyst LOCATION: District Office
DEPARTMENT: Business Office SUPERVISED BY: Chief Financial Officer
DAYS PER YEAR: 260 days per year / 12-Month Position

RECOMMENDED QUALIFICATIONS:

1. Bachelor of Business Administration and/or equivalent work experience.
2. Three years' experience with school district operations and familiarity with school district financial practices or public sector equivalent experiences.
3. Possess the skills and philosophy to be both an advocate and watchdog for the students and taxpayers of District 86.

RESPONSIBILITIES:

1. Financial Planning & Budgeting
 - a. Assist in planning, coordination and direction of the District's budget development activities and budget administration process.
 - b. Organize the production of the annual MBA budget.
 - c. Administer the continuous maintenance of fixed asset records.
 - d. Assist in financial statement preparation and financial forecasting.
2. Fiscal Services
 - a. Complete monthly bank account reconciliations for student activity bank accounts.
 - b. Support state and federal grant claims and reporting.
 - c. Manage fund transfers and deposits for the student activity accounts.
 - d. Complete monthly and annual student activity account reports.
3. Purchasing & Payment Processing
 - a. Administer the District purchasing card program.
 - b. Manage District-wide purchasing including, but not limited to utilities, legal fees, construction projects, and contracts.
 - c. Manage the student fee payment system.
 - d. Support accounts receivable payment collection.
 - e. Provide backup support to the Accounts Payable role.
4. Insurance

Provide support for the district insurance program for property, casualty, and liability.
5. General Administration
 - a. Operate within the applicable Board policies and procedures then

implements regulations developed by the District.

- b. Establish annual personal and professional development goals focused upon effective leadership characteristics and specific job performance target areas;
- c. Participate in workshops, conferences, and/or other activities designed to maintain knowledge and skills regarding educational management, employee supervision and other matters pertaining to effective management.
- d. Develop policies relating to operational management.

6. Internal Controls

- a. Establish and review approval paths for purchases in the ERP and purchasing card systems.
- b. Review credit limits for purchasing cards.
- c. Assist in reviewing audit reports and recommendations to maintain efficient process flow and division of duties.
- d. Assist in auditing/reviewing cash box management and adherence to District policies in other financial areas.

7. Other Duties

Perform other duties as assigned by supervisor

WORK ENVIRONMENT

The noise level in the work environment is usually low. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.