

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows  
JOB DESCRIPTION**

**JOB TITLE:** Financial Analyst

**DATE:** October 2005  
**Revised:** February 2012

**PAY GRADE:**

**LOCATION:** District Education  
Office

**SUMMARY:** Reviews, analyzes and forecasts various budgets and prepares related reports. Conducts on-site school based audits. Prepares various reconciliations, reports and account entries. Provides assistance in preparing the Operating budget.

**DUTIES:**

1. Reviews and analyzes all budget transfers and ensures accuracy and completeness.
2. Prepares accounting entries pertaining to the various budgets and reconciles accounts on a regular basis.
3. Responds to school financial queries and provides support to schools regarding the accounting software program and District policies to ensure reporting deadlines are met.
4. Prepares and interfaces journal entries such as interest accruals, payroll adjustments/accruals and accounts payable interfaces as required.
5. Performs school based audits to ensure compliance with District Policy and GAAP. Completes District audit working papers.
6. Tracks, monitors, and analyzes actual expenses to budgeted expenses, identifies variances and makes adjustments as directed.
7. Prepares monthly financial reports. Analyzes and explains variances as required.
8. Prepares and processes cash flow projection spreadsheets pertaining to term deposit renewals to maximize interest revenue and support investment decisions.
9. Processes manual tax rebate applications for elementary schools. Prepares tax rebates and liaises with PAC's regarding tax reimbursement.
10. Assist the Budget Manager in the preparation of the Annual Budget and interface spreadsheets into the Accounting System.
11. Assists in the preparation of year end audit working papers and financial statements and prepares other year end account reconciliations.
12. Composes routine correspondence and processes documentation to obtain letters of credit as required.
13. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus two years of post-secondary education (CGA, CMA program) or formal diploma program in Financial Management at a recognized institution or the equivalent combination of formal education and experience in the accounting field.
2. Three (3) years intermediate accounting experience in several areas of the accounting field.
3. Intermediate knowledge of accounting principles, budget preparation, resource allocation and planning principles and concepts.
4. Ability to operate office equipment, computers and a variety of software programs at an intermediate level, as well as an intermediate knowledge of computerized accounting systems and concepts.
5. Excellent analytical reasoning and problem solving skills combined with excellent organizational skills and attention to detail.
6. Ability to accurately complete a high volume of work within deadlines.
7. Ability to handle confidential/sensitive material with discretion.
8. Ability to work independently and exercise mature judgement.
9. Ability to communicate and function effectively and harmoniously with staff and outside agencies.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**
