

MILWAUKEE PUBLIC SCHOOLS
ASSISTANT ANALYST
OFFICE OF ACCOUNTABILITY AND EFFICIENCY

The eligible list resulting from this examination may be used to fill similar Milwaukee Public Schools positions.

The Assistant Analyst position reports to the Office of Accountability and Efficiency. The salary range is _____ annually, with excellent benefits.

Nature of Work:

Assists Analysts in researching and evaluating the fiscal performance of the District. Publishes financial and programmatic information to the public in a variety of formats; responds to questions from the public. Monitors compliance with the District's policies and develops reports on the findings.

Essential Functions:

1. Conducts analysis of financial, operational, or academic programs. Presents information to supervisor. Identifies critical findings and responds to questions.
2. Present information that was collected or created internally to the supervisor and various department heads.
3. Monitors compliance with district policies and reports findings to department head and recommends process improvements.
4. Assists in the improvement of a department's processes.
5. Maintains knowledge and stays abreast of developments in the fields of business, finance, accounting, and information technology.
6. Assists other district departments on the implementation of joint ventures or proposals.
7. Conducts district-related studies on an as-needed basis.

Minimum Qualifications:

- Bachelor's Degree in Finance, Accounting, Public Administration or closely related field from an accredited college or university.
- One year of experience in finance accounting or budgeting.

Desired Qualifications:

- One year of experience in government/public sector budgeting or program evaluation.
Note: Equivalent combinations of education and experience may be considered.

Knowledge, Skills and Abilities Required:

- Effective oral and written communication and presentation skills and outstanding analytic skills
- Skill in gathering data, compiling information and preparing reports
- Knowledge of financial and accounting principles
- Strong mathematical skills and ability to use software packages, including spreadsheet, database, data-mining, financial analysis and statistical tools
- Effective research skills including the ability to analyze complex issues and present findings
- Ability to analyze data and make judgments how best to present it to colleagues and supervisor
- Ability to self-manage, prioritize appropriately and work independently under strict time constraints
- Skill at organizing resources and establishing priorities
- Ability to juggle numerous responsibilities with varying deadlines
- Proficiency in MS Office with advanced spreadsheet capabilities
- Experience in photo/video edition software and HTML software is a plus
- Ability to work effectively under time constraints, with minimal direct supervision
- Ability to develop effective working relationships with diverse individuals at all levels
- Ability to work cooperatively and independently