



Job Information

Job Title: Business Analyst III, Accounting	Last Revised/Approved: 12/01/2020
Job Code:	Reports To: Accounting Manager
Office: Finance	Department: Finance Services

Compensation Information

Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

This position performs Generally Accepted Accounting Principles (GAAP) basis financial reporting as established by the Governmental Accounting Standards Board (GASB), general ledger accounting in accordance with Wisconsin Uniform Financial Accounting Requirements (WUFAR), contract administration, accounts payable, cash management, debt management, school accounting and information systems. Ensure the integrity of financial records. Identify and inform supervisor of all material operational and financial matters. Implement and maintain effective financial controls.

Essential Functions:

1. Maintains and manages daily cash concentration account balance and reconciliation.
2. Monitors cash activity, creates, maintains and reconciles District Cash Flow and reconciles to the general ledger.
3. Prepares, transmits and monitors ACH/Wire for payments to vendors.
4. Maintains, monitors and reconciles benefit activity, including flexible spending, OPEB and pension.
5. Monitors and manage debt overview and debt transactions, both long term and short term
6. Identifies accounting issues, research accounting reference materials, identifies alternative accounting treatments and recommends specific GAAP or WUFAR to be applied with full documentation for management review and audit purposes.
7. Assumes ownership of financial controls in assigned general accounting functions, projects and processes and monitors controls for effectiveness and improvement. Alerts management as appropriate, evaluates areas for new financial controls that may be necessary, and fully documents all controls including preparation and maintenance of related Standard Operating Procedures (SOPs). Monitors workflow and identifies opportunities to streamline or automate processes.
8. Isolates unusual transactions, reviews and makes proper notations. Evaluates unusual transactions for an emerging pattern or a change in operating conditions. Follows up by appropriately adjusting controls and procedures. Proactively informs management of all material operational and financial matters or changes related to budgets, estimates, fiscal studies, actual expenditures, revenue and expenditure forecasts, pro forma statements, processes, policies and procedures.
9. Participates in the preparation of GAAP basis financial reporting including footnotes, required disclosures, account analysis and reconciliations, work paper documentation and interaction with auditors.
10. Adheres to district accounting policy with an emphasis on maintaining the integrity of accounting records and reports. Produces well-documented, quality work products and works effectively under pressure and tight timelines.

11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

Job Requirements:

Education & Experience Requirements:

- Bachelor's degree in Accounting from an accredited college or university.
- Five or more years of progressive experience in governmental accounting, budgeting or auditing.
- Debt accounting experience is desired.
- CPA certification and/or a master's degree is desired.
- Experience in a large organization is preferred.

Knowledge, Skills and Abilities:

- Effective oral and written communications skills and negotiation and presentation skills are essential.
- Must be able to work effectively with a diverse group of people and to understand the needs of an urban school environment.
- Incumbent must be able to manage multiple priorities with differing deadlines.
- Must be able to maintain confidentiality.
- Incumbent should be customer focused and flexible.
- Must maintain knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Wisconsin Uniform Financial Accounting Requirements (WUFAR)
- Incumbent should be able to work in a team environment.
- Proficient skills in Microsoft Office, to include in depth Excel spreadsheet and database skills are required.

Working Environment:

General office environment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.