



**MILWAUKEE PUBLIC SCHOOLS**  
OFFICE OF HUMAN RESOURCES

Administration Building  
5225 West Vliet Street  
P. O. Box 2181  
Milwaukee, WI 53201-2181  
Area 414: 475-8205

**POSITION DESCRIPTION**

<b>JOB TITLE:</b> Financial Analyst I <b>Job Class:</b>	
<b>DATE</b>	Office of Accountability & Efficiency
<b>BARGAINING UNIT:</b> ASC	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.)</p> <p>Provides transparency, oversight and accountability to District financial operations. Analyzes fiscal performance of the District and its programs.</p>	

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Analyzes financial information regarding Milwaukee Public Schools' (MPS) revenues and expenditures for use in analyzing the District's financial performance.
2. Assembles spreadsheets and creates computer charts and graphs used to illustrate technical analysis. Maintains analysis in final form to be posted to the Office of Accountability and Efficiency website.
3. Evaluates and compares actual data with budgeted data; analyzes variances. Presents oral and written reports based on findings.
4. Maintains knowledge and stays abreast of developments in the fields of business, finance, accounting and information technology.
5. Monitors fiscal performance and financial developments of comparable United States school districts obtained from financial publications, government agencies and industry groups such as the Council of Great City Schools.
6. Actively supports the MPS Strategic Plan.
7. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Accountability and Efficiency Officer and other staff members.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A bachelor's degree in business administration, accounting or finance; or a closely related field from an accredited college or university.

**Experience Requirements**

Three years previous experience in extracting and analyzing financial data and/or creating financial reports and graphs. Public sector experience preferred.

**Knowledge, skills and abilities:**

Effective oral and written communication skills and outstanding analytical skills are essential. Knowledge of finance and accounting principles and practices, and the analysis and reporting of financial data is required. Knowledge of computer hardware and software including applications and programming; proficiency in using MS Office, advanced spreadsheet capabilities and an understanding of databases and internet operations. Must have the ability to analyze financial data and make judgments how best to present it to colleagues and supervisor. Must be able to communicate results of financial analysis in succinct and informative reports to supervisors and co-workers by telephone, in written form, email or in person. Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Must be able to consider the relative costs and benefits of potential actions to choose the most appropriate one. Must be able to work effectively under time constraints, with little direct supervision. Must be able to work with a diverse population.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**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.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**