

Educational Policy Analyst-SES

Mission and Responsibilities

The mission of the Office of Funding and Financial Reporting (OFFR) is to provide high-quality business services to Florida public school districts and to provide high-quality business and financial information and analyses concerning Florida public schools to a broad spectrum of users, including legislative and executive staff, Department of Education (DOE) staff, school district staff and the general public.

The main function of the OFFR's financial reporting section is to consult with and provide technical assistance/information to school district personnel, the Florida Legislature, legislative staff, staff from the Executive Office of the Governor and other agencies on issues impacting school districts related to operating funds, budgeting, accounting, financial reporting and audits.

The DOE has an open position that is responsible for executing the following functions:

- Collecting and reviewing Annual Financial Reports, District Summary Budgets and Program Cost Reports
- Monitoring School Districts' Audited Financial Statements
- Preparing summary reports of school district financial data
- Analyzing legislative bills impacting school districts
- Computing numerous complex calculations using Excel
- Reviewing Governmental Accounting Standards Board (GASB) statement implementation guidelines
- Maintaining the chart of accounts and cost reporting requirements for school districts
- Preparing ad hoc surveys, reports and memoranda
- Providing technical assistance to school districts, charter schools, DOE staff, legislative staff, staff from the Executive Office of the Governor and others, as needed
- Maintaining historical files

Knowledge, Skills and Abilities

- Ability to prepare and maintain a variety of accounting records
- Ability to create ad hoc financial reports
- Ability to understand and apply Florida Statutes and DOE rules and policies
- Knowledge of internal control concepts

- Knowledge of accounting pronouncements issued by the GASB
- Knowledge of the methods of data collection
- Ability to analyze and interpret accounting data
- Ability to solve problems
- Ability to communicate effectively verbally and in writing
- Ability to plan, organize and coordinate work assignments
- Ability to produce accurate and timely information under tight timeframes, balance multiple and competing priorities and maintain goal-oriented behavior and performance expectations
- Ability to establish and maintain effective working relationships with others
- Knowledge of Microsoft Office software, including Outlook, Word, PowerPoint and Excel

Required Qualifications

- Bachelor's degree from an accredited college or university with a major in accounting, finance or a related business field is ***required***. Accounting degree is preferable.
 - Three (3) or more years of experience applying accounting and auditing principles, theories and concepts is ***preferred***.
- Certified Public Accountant license is ***preferred***.

For more information, including detailed position descriptions and application instructions, see <https://jobs.myflorida.com/job/TALLAHASSEE-EDUCATIONAL-POLICY-ANALYST-SES-48000172-FL-32399/501559900/>