



## EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

### OCALI

### JOB DESCRIPTION

## FISCAL AND OPERATIONS ANALYST

#### Minimum Qualifications:

- Preference given to an individual with a Bachelors' degree in related field along with diverse experiences with public, nonprofit, and/or community-based programming for families and professionals preferred
- Team player with strong interpersonal skills, ability to share responsibilities and work collaboratively
- Demonstrated analytical and numerical skills, and a methodical approach to problem solving
- Demonstrated success managing contracts/grant agreements and associated budgets
- Experience with federal grants and their management
- Proven experience developing and implementing procedures and policies to improve organizational efficiencies
- Strong oral and written communication skills
- Strong self-motivation and initiative
- Ability to reflect on one's own work as well as the wider consequences of financial decisions
- Ability and experience in successfully managing deadline
- Client-facing (customer service)
- Proficiency in IT, including but not limited to, G Suite, Microsoft Word and Excel, and familiarity accounting/financial software concepts
- Comfortable with and adaptable to organizational change
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Non-Exempt

**Reports To:** Senior Director – Strategies, Operations, and Finance

**Job Objectives:**

The Fiscal and Operations Analyst works as part of the Fiscal and Operations team to coordinate various budgets associated with OCALI's 10 Centers and other projects, shares human resources responsibilities, and supports the organizational mission with a focus on improving efficiencies, fiscal responsibility, and increasing productivity.

**Responsibilities and Essential Functions:**

'The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.'

- Works collaboratively on the HR and Fiscal Team as they work to coordinate organization's financial and budget activities to fund operations, maximize contracts/grant agreements and increase efficiency, includes financial forecasting and risk analysis
- Directly manages assigned budgets and budget lines
- Assists with grant management and reporting as appropriate
- Collates, prepares, and interprets reports, budgets, accounts, commentaries, and financial statements
- Works as part of the HR and Fiscal Team to review financial statements, sales and activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and program improvement
- Works with the ESCCO and other budgeting staff to monitor payrolls as appropriate
- Monitors the terms of sales contracts, purchasing orders, and vendor agreements working with other budgeting staff
- Works with the Senior Director and other Operations personnel to establish and implement Operations procedures, conferring with organization leadership and staff members as necessary
- Works with Senior Director and the HR and Fiscal team to determine staffing requirements and support recruiting, interviewing, hiring, and training of new employees
- Works with ESCCO to monitor assigned employee personnel files, including new staff employment paperwork
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Demonstrates accuracy, responsiveness, and excellent communication with internal and external customers
- Completes other duties as assigned
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

**Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, it is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

July 2020