

The Management Analyst – Business Services conducts independent work and provides professional recommendations in the areas of data collection, analysis, and reporting. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of District efficacy and efficiency. The Management Analyst will prepare reports and recommendations for multiple audiences as well as provide District-level presentations. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

Chain of Command

The Management Analyst – Business Services reports to the Director of Business Services.

Competencies of the Management Analyst

- **Accountability:** Holds self accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and completes work in a professional and timely manner. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks. Promotes and supports district strategic plan objectives.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.
- **Organizational skills:** Strong organizational and time management skills.
- **Knowledge:** Competency and knowledge of relevant federal, state, and local laws, as they pertain to public education.
- **Proficiency:** Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions (Business Services/Human Resource Services Software), OneDrive/Google Drive, and others as required).

Essential Duties

- Performs independent analysis and studies, makes recommendations on financial data including financial forecasting and modeling, revenues and expenditures analysis, recommendations on ensuring financial health and growth, and analysis of Business Services data.

- Designs various data collection and reporting projects and activities of the Business Services Department.
- Develops timelines for and follows through with project implementation, including resources needed.
- Collects and analyzes data from a variety of resources including related web sites, obtains needed data from existing data files, and creates/prepares appropriate spreadsheets and databases.
- Obtains, validates and ensures data quality in regards to finance reporting and systems.
- Conducts the development, implementation, administration, and reporting of key finance reports and other data for the Business Services Department.
- Identifies and creates support for District-wide initiatives related to the strategic plan.
- Develops and delivers presentations and provides data reporting.
- Performs such duties as assisting in the resolution of complex problems in the office; creating publications; reviewing and assisting in budget, grant and planning document development, tracking budget, payroll, accounting, and expenditure information; and interpret policies and procedures related to finances, revenue and expenditures.
- Serves in liaison capacity for activities with parents, community and government bodies.
- Develops recommendations regarding needed resources and/or system improvements.
- Completes financial reporting to federal, state and other entities as directed.
- Performs quality assurance within Business Services and conducts internal audits as needed to resolve issues and solve problems.
- Prepares and maintains records and documentation.
- Identifies and conducts management support processes.
- May act as lead worker, making work assignments and determining completion of work.
- All other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Fingerprint Clearance Card