

Business Analyst - External

Purpose Statement

The job of Business Analyst - External is done for the purpose/s of providing support to Local Educational Agencies (LEA) activities with specific responsibility for ensuring the accuracy of preliminary and final payroll postings; identifying variances and discrepancies, coding errors and recommending appropriate actions to comply with federal, state and local payroll requirements and reporting laws; analyzing reporting data; and providing payroll tax reports information as required by administrative and regulatory agencies.

This job reports to Director, External Business Services

Essential Functions

Analyzes LEA payroll information (e.g. tax reporting, variances, projections, etc.) for the purpose of identifying variances, errors and omissions for correction in State and Federal payroll reporting in compliance with established guidelines.

Audits LEA's retirement and payroll subsidiary ledgers (e.g. pension, STRS/PERS, variance reports, employee pay history reports, expenditures, etc.) for the purpose of identifying errors and omissions; providing accurate reporting information for Federal and State payroll tax reporting.

Compiles financial, statistical and payroll data for the purpose of providing State, Federal and local payroll reporting information; providing summaries; and/or ensuring compliance with established regulatory guidelines.

Develops financial and payroll tax reports and spreadsheets for the purpose of reconciling employee and employer payroll information for submission of State and Federal forms in compliance with the appropriate State and Federal reporting tax guides.

Participates in unit meetings, in-service training, workshops, etc. (e.g. State and Regional payroll conferences, etc.) for the purpose of conveying and/or gathering information required to perform job function and keeping current on regulations and payroll laws.

Prepares a wide variety of written materials and electronic financial information (e.g. activity reports, state mandated reports, procedures, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

Processes a variety of financial information for LEA's (e.g. payroll, accounts payable warrants, pay history adjustments, stop payments, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices and internal guidelines.

Provides training and/or support to LEA's staff (e.g. employment contracts, W-2 information, employer taxes, etc.) for the purpose of providing correct employee payroll amounts; preparing required quarterly and annual tax reporting information in compliance with regulatory requirements.

Reconciles a variety of payroll, benefit and retirement account information (e.g. quarterly payroll tax information, annual payroll reporting, etc.) for the purpose of preparation of annual employee pay reporting, ensuring compliance with State and Federal tax guides.

Responds to inquiries of LEA's and payroll staff and administration regarding financial procedures for the purpose of providing information, direction and/or referral for addressing inquiry.

Reviews documents and data (e.g. pension and payroll information, tax reports, payment requests, etc.) for the purpose of ensuring completeness and accuracy for employee wage history and employer paid contributions and liabilities.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing accounting procedures; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; financial analyses and/or budget analyses; electronic spreadsheets and word processing; and interpretation of State and Federal payroll tax laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

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