Report Writer
Financial Applications Specialists (FAST) Team

Department of Business and Finance

Classified Position, Level 17
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
Supporting Oracle modules, other finance applications supported will include the Student Activity Fund finance application - School Funds Online (SFO). Purchase Card Payment Manager and managing all work tickets through resolution that are associated with these financial applications. Training is another component that involves the development, writing/editing training and informational materials to maintain up-to-date learning management library available for users. Plan activities to deliver informational materials in various forms to present information in a form and at a level suitable for the intended audience. These information materials may be for internal or external dissemination. Assignments often involve writing or editing for electronic media, and may include highly visible communication projects. Require knowledge of a broad range of sources of pertinent information; skill to analyze and present the information gathered; and knowledge of publishing practices, standards, and technologies for the media used.

PRIMARY RESPONSIBILITIES:
Involve writing or editing Oracle EBS and OBIEE based reports. Substantial knowledge of programs and activities to develop reports or other informational materials and to select and present information in a form and at a level suitable for the intended audience. These information materials may be for internal or external dissemination, and may include internal reports and publications. Assignments often involve writing or editing for electronic media, and require knowledge of a broad range of sources of pertinent information; skill to analyze and present the information gathered; and knowledge of reporting practices, standards, and technologies for the media used.

QUALIFICATIONS:
- Any combination of education and/or experience equivalent to graduation from an accredited college or university; experience with implementation of automated business systems and project management preferred
- Working knowledge of the theory, principles, practices, and techniques of management information systems
- Knowledge of database software including file creation and maintenance, and programming
- Knowledge of standard word processing, presentation, and spreadsheet software
- Ability to communicate effectively both orally and in writing
- Ability to establish effective working relationships
Functional Lead
Financial Applications Specialists (FAST) Team
(Senior Accountant, Senior Procurement Specialist, Senior Benefits Specialist)

Department of Business and Finance

Classified Position, Level 17
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
Supporting Oracle modules, other finance applications supported will include the Student Activity Fund finance application - School Funds Online (SFO), Purchase Card Payment Manager and managing all work tickets through resolution that are associated with these financial applications. Training is another component that involves the development, writing/editing training and informational materials to maintain up-to-date learning management library available for users. Plan activities to deliver informational materials in various forms to present information in a form and at a level suitable for the intended audience. These information materials may be for internal or external dissemination. Assignments often involve writing or editing for electronic media, and may include highly visible communication projects. Require knowledge of a broad range of sources of pertinent information; skill to analyze and present the information gathered; and knowledge of publishing practices, standards, and technologies for the media used.

PRIMARY RESPONSIBILITIES:
Extensive functional experience configuring enterprise software solutions; problem solving and planning to accomplish business goals. In-depth knowledge of business application systems, interfaces, communications protocols; functional development concepts, best practices and procedures; Provide expert knowledge of functional systems techniques and methodologies in support of enterprise-wide business information and systems planning and analysis efforts. Evaluates and tests new or modified custom software programs and software development procedures used to verify that programs function according to user requirements and conform to establishment guidelines: Configures, revises, and verifies quality standards and test procedures for functional design and evaluation. Reviews new or modified configurations or programs, including documentation, diagram, and flow chart, to determine if performance is according to user request and conform to guidelines. Recommends improvements or corrections as necessary.

QUALIFICATIONS:
Any combination of education and/or experience equivalent to graduation from an accredited college or university; experience with implementation of automated business systems and project management preferred
- Working knowledge of the theory, principles, practices, and techniques of management information systems
- Knowledge of database software including file creation and maintenance, and programming
- Knowledge of standard word processing, presentation, and spreadsheet software
- Ability to communicate effectively both orally and in writing
- Ability to establish effective working relationships
Senior Budget Analyst

Department of Business and Finance

Classified Position, Level 17
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
This is administrative fiscal work in preparing budgets for the school system and ensuring the accuracy of published information. The employee coordinates the collection, review and input of appropriate data into the system and assists in the design and presentation of the budget document. All important aspects of the work are subject to detailed and specific procedures but the oversight and analysis of budget information requires considerable judgment in implementing budgets.

PRIMARY RESPONSIBILITIES:
- Oversee logistics of budget document development
- process, review and analyze budget data in preparing the budget document; review budget request
- submissions for completeness and accuracy; develop data during budget preparation and format reports and published documents; obtain supplementary information as needed; research and answer questions regarding
- the budget and continuously refine/maintain the budget preparation automated system
- Review budget transfer requests for authority, accuracy and reasonableness
- Review monthly financial records for unusual or erroneous budget balances and for potential areas of concern
- Coordinate in the preparation of financial and statistical reports and surveys
- Perform related work as required

QUALIFICATIONS:
Graduation from college or university with a Bachelor's degree in public administration, business, accounting or related field; experience in public sector budgeting; or any equivalent combination of education and experience that would provide the following abilities and skills:
- Working knowledge of theory, principles, practices and techniques of public sector budgeting, accounting and financial management systems
- Outstanding technical skills
- Knowledge of office procedures and practices
- Good analytical skills including statistics and mathematics
- Ability to operate automated budget system
- Good Organizational skills
Retirement & Disability Specialist III

Department of Business and Finance

Classified Position, Level 16
Salary Range: Refer to Classified Salary Scale
12 Month Position, 8 hours per day

DESCRIPTION:
Performs activities related to providing employee and retiree benefits, manages enrollment in
employee benefit plans, interprets complex leave, retirement and benefit rules, procedures, and
requirements for school division employees, researches and analyzes personnel data to provide
information to or counsel employees about requirements or eligibility for leave or retirement
benefits. Work involves application of school board policy and compliance with legal requirements.
Work is performed independently, but is subject to detailed rules, procedures and guides, which
require interpretation and judgment to apply. Work is subject to frequent interruptions, inflexible
deadlines and peak work periods.

PRIMARY RESPONSIBILITIES:
- Develops orientation sessions and presentations; assesses orientation sessions and makes
  recommendations for modifications; Creates educational materials related to specific benefit
  plans, newsletter articles and video recordings to enhance educational content
- Counsels employees on retirement & disability programs
- Oversees paperwork and on-line applications for tracking leaves, retirement, and worker
  compensation
- Serves as subject matter expert with regard to detail of benefit plans administered
- Demonstrates job specific knowledge of school policies, federal and state regulations
- Manages difficult and/or emotional situations with tact and diplomacy; maintaining appropriate
  confidentiality
- Monitors and interprets self-insured workers compensation and disability programs including
  making recommendations for changes to the programs and to administration guidelines
- Prepares mandated reports as required by federal and state; Coordinates information between
  school system and third party claims administrators
- Researches, reconciles and documents employee complex benefit issues
- Handles disability accommodations by ensuring all requests are reviewed and adhere to the
  requirement of the Americans with Disability Act and EEOC regulations
- Follow all related Standard Operating Procedures (SOP)
- Assists with calculations of retirement estimates based on review of personnel records and
  evaluation of service time and salary data; utilizes available technology to compute retirement
  benefits; Processes applications for retirement or leave; determines eligibility for leave and
  retirement
- Ability to conduct training sessions for related benefits, not limited to disability, FMLA and leave,
  and retirement processes
- Performs work of subordinate staff as required to fulfill office mission; Performs related work as
  required
Retirement & Disability Specialist III

QUALIFICATIONS:
Bachelor’s Degree and significant experience in administrative support functions or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Five or more years of applicable experience including work with an automated mainframe system and knowledge of the school system
- Working knowledge of a PC including Microsoft Office, and ability to use a calculator
- Excellent human relations and communication skills and the ability to work under pressure are essential; the ability to demonstrate attention to detail and multitasking

PHYSICAL EFFORT:
The work is mostly sedentary with periods of moderate physical activity, and is performed in office surroundings. Typical positions require workers to lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.
Internal Auditor  
Office of Financial Services

Department of Business and Finance

Classified Position, Level 17  
Salary Range: Refer to [Classified Salary Scale](#)  
12 Month Position, 8 hours per day

**DESCRIPTION:**  
An employee in this class conducts complex and comprehensive operational and financial audits of the Loudoun County Public Schools in areas related to School Activity Funds, Financial Information Technology, Single Audit, Operational or Program Audits. Work includes determining audit objectives and preparing audit programs using appropriate audit techniques to achieve the objectives of the audit. Work is performed with considerable independence subject to established procedures. Supervision and review is provided by the Director of Financial Services.

**PRIMARY RESPONSIBILITIES:**  
- Determines audit objectives and designs audit program to meet those objectives;  
- Evaluates the effectiveness of internal controls;  
- Analyzes financial statements and formulates projections for revenues and expenditures;  
- References Federal, State and School Board policies and regulations;  
- Communicates through written reports and in person with department heads regarding ongoing audits, findings of completed audits, and recommendations to correct non-compliance with School Board Policies and regulations and to improve operational efficiency;  
- Demonstrates continuous effort to improve operations, and work cooperatively and jointly to provide quality seamless customer service;  
- Assists individuals who perform operational and financial activities with risk assessments and action plans to heighten awareness of major exposures, loss potential, and practical ways to manage these issues relating to their areas of responsibility;  
- Maintains a working relationship with external auditors;  
- Demonstrates high standards of conduct and ethics as well as appropriate judgment, independence and discretion.

**QUALIFICATIONS:**  
Bachelor's degree with major course work in accounting or related field. Two to five years of progressively responsible accounting and auditing experience.  
- Experience with public entities. Ability to possess the Certified Public Accountant (CPA) or Certified Internal Auditor (CIA). Knowledge of accounting principles (GAAP), auditing standards (GAAS), governmental accounting standards (GASB) and governmental accounting systems.  
- Ability to interpret and apply School Board Policies and regulations, state laws, and federal compliance requirements. Review or check the work products of others to ensure conformance to standards, and work cooperatively with other School System employees.  
- Proficient with MS Office suite of applications.  
- Knowledge of modern office practices, procedures and standard office equipment, including desktop PCs.