



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

Deborah A. Gist  
Commissioner

## VACANCY NOTICE

### DIVISION OF FISCAL INTEGRITY AND EFFICIENCIES OFFICE OF STATEWIDE EFFICIENCIES

## SR. FINANCE OFFICER FOR DATA SYSTEMS AND ANALYSIS

Salary range Min \$67,657 – Mid \$87,952

Posting Period: February 6 – 17, 2012

**Applications will be accepted until position is filled.**

<b>APPLICATION REQUIREMENTS:</b>	<b>Mail or email application materials to:</b>
<ul style="list-style-type: none"><li>➤ Cover letter</li><li>➤ Resume</li><li>➤ 2 current letters of reference</li><li>➤ CS-14 application</li><li>➤ Equal Employment Opportunity Form (optional)</li></ul>	Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903  <a href="mailto:hr@ride.ri.gov">hr@ride.ri.gov</a>

Employment opportunities, application requirements and instructions posted at [www.ride.ri.gov](http://www.ride.ri.gov)

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

**PLEASE NOTE:** Candidates selected for interview will be required to submit official transcripts.

*\*Subject to FTE approval and available funding*

**(Position is part of Local 2012, AFT)**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

## DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

### NONCLASSIFIED JOB DESCRIPTION

**TITLE:** Senior Finance Officer for Data Systems and Analysis

**GENERAL STATEMENT OF DUTIES:** Incumbent is responsible for planning, designing, overseeing, and engaging in all aspects of financial data collections, processing, validation, analysis, management, consolidation, and dissemination, including development and implementation, of integrated data systems to facilitate such data processes as required by Federal and State laws and mandates for accountability and school improvement.

**SUPERVISION RECEIVED:** Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

**SUPERVISION EXERCISED:** May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

#### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**

Plans, coordinates and oversees all financial data related processes and procedures, which includes: identifying teams of developers, analysts, and client support staff; coordinating and streamlining work processes; and documenting and sharing work standards and procedures.

Engages in the design, development, implementation, and support of information infrastructure to facilitate data collection, processing, verification, consolidation, and reporting while ensuring efficiency, interoperability, security, and integrity of data.

Functions as a senior financial data analyst and statistician, which involves: analyzing and processing data affecting school performance and classification, evaluating the reliability and validity of collected data, submitting timely and reliable reports for annual publications; advising and engaging in the design and implementation of the State's statewide efficiency programs.

Performs Federal and State reporting of financial and statewide efficiency statistics, which involves analyzing, preparing, and submitting a variety of data to Federal, State, and local agencies and policy makers.

Researches and analyzes federally and state-mandated data elements and ensures that they are incorporated into existing and future data systems that will allow for in-depth financial analyses that will measure the return on investments.

Supports schools and districts in the development and ongoing implementation of strategic plans to improve student achievement and performance by providing relevant research and financial data analysis support.

Assists clients in accessing, understanding, and using financial data.

Assist in database design, management, and administration, which includes: planning, designing, and creating uniform databases to collect, and store district and school financial and efficiency data; creating and maintaining backup plans; creating data publications and replication schemes; and, administering user access.

Provide all other fiscal support and analysis that is associated with statewide efficiencies, audit oversight, education aid, school construction aid and legislative studies.

Provide timely, accurate and courteous responses to school district and other public inquiries and requests.

Perform related work as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE AND SKILLS:**

Knowledge of school district and school strategic planning and budget planning, administration and reporting.

Knowledge of applicable Federal, State, and local laws, rules, and regulations.

Knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of system design, development, implementation, and user support principles and practices.

Skilled in planning innovative, efficient, and productive information infrastructure to facilitate data transactions and analysis.

Skilled in leading and facilitating work teams.

Skilled in designing, developing, implementing, and supporting applications.

Skilled in developing training materials.

Skilled in financial analysis and solving complex problems.

Skilled in communicating information clearly and effectively.

Skilled in interpersonal exchanges as applied to interaction with coworkers, supervisor, clients, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**EDUCATION:** Bachelor Degree in Business, Accounting, Finance, or a related field.

**EXPERIENCE:** Five years of responsible financial and program data collection and analysis experience. and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: January 2012