



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Business Analyst**  
 Job Family: **Finance**  
 Prepared/Revised Date: **December 3, 2020**

FLSA Status: **Exempt**  
 Pay Range: **FN75Y**  
 Job Code: **32435**

**SUMMARY:** Responsible for managing the purchasing module of the financial system and workflow process from requisition through approval for all purchases \$5,000 and over; independent review and approval of all purchases between \$5,000 and \$50,000; collaboration with other teams and staff who are involved in the purchasing cycle to ensure processes are understood and consistent. Responsible for understanding the capabilities of the various financial system modules and how they are utilized in practice to facilitate project management for system-related process improvement initiatives, and serve as a liaison between business system support and the finance staff who are involved in the day-to-day use of the modules.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Plan, execute, and coordinate activities necessary to ensure Finance Department staff understand and are accountable for project deliverables, goals, and milestones related to <u>business systems process improvement projects</u> .	D	25%
2. Review all purchase requests to ensure they are complete, accurate and set-up to meet both internal and external needs. Apply independent critical and analytical thinking skills and judgement to ensure documentation to support vendor selection and pricing is complete, accurate, and complies with District Procurement Policies, Administrative Guidelines, and procedures. Review account codes to ensure accurate coding in accordance with the Colorado Department of Education Chart of Accounts. Assign workflows necessary to route purchase requests to obtain additional required review and approvals.	D	20%
3. Gain and maintain an understanding of the various business systems utilized by Finance including financial system modules and related internal procedures to identify opportunities to leverage the use of the financial system to streamline processes, increase the robustness of internal controls, and gain efficiencies. Serve as a liaison between the Business Systems Support Team and other Finance Department staff for system-related process improvement projects.	D	18%
4. Convert approved purchase requests to purchase orders and submit to appropriate suppliers. Serve as a liaison between suppliers and end-users as necessary to ensure purchases are ordered, delivered, and invoiced at the quoted amounts and in accordance with contract terms and conditions.	D	10%
5. Manage the purchasing module of the financial system. Ensure the purchasing module is set up, maintained, and updated as necessary to facilitate the purchasing process from requisition through reporting in an efficient and effective manner.	D	5%
6. Identify and analyze trends in district-wide spending patterns to identify opportunities to leverage purchasing power and ensure administrative guidelines, procedures, and other materials address and support the unique needs of the district.	D	4%



7. In collaboration with the Financial Assistance and Support Team, evaluate and identify opportunities to enhance the end user experience and increase the awareness, understanding, and compliance with District Procurement Policies, Administrative Guidelines, and procedures.	D	4%
8. Attend work and arrive in a timely manner.	D	1%
9. Develop and maintain up-to-date training materials, procedural documents and resources related to the purchasing process. In collaboration with the Financial Assistance and Support Team develop trainings tracks to meet the needs of end users at various levels throughout the organization.	W	4%
10. Assist end-users, procurement agents, contract specialist and legal and policy counsel to monitor supplier performance and identify, review, and resolve supplier performance issues.	W	3%
11. Lead collaboration efforts with the business systems support, support services, accounts payable, contracting, and strategic sourcing teams to develop and maintain up-to-date training materials, procedural documents and resources related to the purchasing cycle.	W	2%
12. Ensure purchase orders are closed and encumbrances are relieved in a timely manner. Maintain purchasing records as required by the Colorado State Archives Records Management Manual for school districts.	Q	1%
13. Collaborate with business systems support to plan, execute, and coordinate activities related to business systems updates, upgrades, and conversions.	Q	1%
14. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in business, accounting, finance, computer information systems or related field required
- At least two years of experience in a related position with an emphasis on project management and purchasing fundamentals as a core job function, preferably in the public sector
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Strong critical thinking and problem-solving skills
- Excellent organization skills with great attention to detail
- Ability to understand and exercise independent judgment within the context of established laws, policies, rules, and regulations
- Ability to meet deadlines in a high volume office
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Windows Suite, Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit				x
Use hands to finger, handle, or feed				x
Reach with hands and arms				x
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate			x	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	