**40375 PARTNER, FINANCIAL**

Apply Here:
https://ltmwebprod01.dpsk12.org/ltmprod/xmlhttp/shorturl.do?key=2P6

**FINANCE**
Traditional 235 work days  
FTE: 1.0  
Salary Range: $63,852 - $77,316

**Essential Functions and Objectives:**

The Financial Partner performs analysis related to budgets & other financial procedures and directly supports leaders in budget development and use of funds and performs other special projects. Assists with department budget management responsibilities, including budget development, monitoring, reporting and analysis. Assists in preparation of monthly budget status reports; provides assistance to staff as needed to identify areas of concern.

- With an assigned grouping of approximately 8-20 departments, the Financial Partner will review and become familiar with the district-wide plan to support administrators on how to most effectively utilize resources to meet the educational needs of the students and align budgetary items to the goals outlined in the Denver plan.
- Provide financial analysis of department budgets, including identifying and researching variance analysis, risks and solutions and operational needs.
- Communicate financial system corrections needs on a monthly basis.
- Facilitate regular meetings with clerical and administrative staff regarding the financial health of the department, as well as facilitate discussion on upcoming goals spending needs or changes.
- Proactively identify additional sources of funding available such as grants and guide administrative staff through application process.
- Provide guidance to administrative staff in the implementation and management of a financial resources.
- Use a variety of computer systems to create reports as needed to analyze budgets and formulate conclusions regarding the fiscal health of the assigned departments.
- Provide training to clerical and administrative staff; teach them to prepare for Budget Office financial reviews, project year end balances, prepare journal entries, make budget transfers and assist with procurement cards.
- Document process and procedures, implement process improvements and retain documentation as required.
- Perform other duties as assigned.
Knowledge, Experience & Other Qualifications:

- Five (5) years of experience in providing group and individual training to a various employee populations.
- Five (5) years of experience required in budgeting, accounting, and data analysis as well as research and evaluation skills utilizing automated systems (prefer experience in governmental accounting and budgeting environment).
- Skilled in using Excel pivot tables, graphing, macros, formulas and linking.
- Possess good oral and written communication skills.
- Experience and proficiency with Microsoft Office products (e.g. Excel, Word, and PowerPoint).
- Bilingual skills in Spanish preferred.
- Knowledge of basic accounting and mathematical operations required for the position.
- Ability to communicate various policies and procedures to school staff and department secretaries.
- Ability to perform detailed calculations and stay focused on the project.
- Possess mathematical and reconciliation aptitude.
- Ability to pay attention to detail and work on multiple projects at one time.
- Ability to work with time constraints and deadlines.

Education Requirements:

- Bachelor’s degree required, preferably in business administration, accounting or finance.
- Master’s degree preferred.

Other information:

The COO Office has a dynamic team of highly experienced people working to maintain the integrity of Denver Public Schools and the accountability of what we do as a team. We strive to meet all of the needs of our schools, Administrative buildings and constituents. The operations team encompasses Facilities, Enterprise Management, Transportation, Technology, School of Choice, Planning and Assessment, Safety and Security, Program Management, Operations Outreach and Engagement, Finance and Operations Support Services. We are the building blocks of the operations side of Denver Public Schools. We stand on our core values Integrity, Accountability, Equity, Collaboration, Fun and of course Students First. There are a lot of opportunities for anyone looking to work in an innovative, caring, and fast paced, growing entity. Come and check out Team DPS.
About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at dpsk12.org.

Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.