dchr

Job Title: Fiscal Analyst

Grade: CS-13	Salary Range: $89,457 - $115,262

Job Summary:

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

OSSE's Business Operations division provides and facilitates a wide array of services for both agency employees and external customers, including building and facility management, the resolution of parental disputes involving residency status and special education hearings, grants management and compliance oversight, coordination and oversight of the District's annual enrollment audit, management of residency investigations, and formulation for and implementation of agency-wide budget and finance activities.

This Fiscal Analyst position is an urgent opening being established at OSSE to ensure the agency manages and distributes COVID-19 pandemic-related funding in an allowable and efficient manner. The incumbent will support on technical tracking, implementation, reporting, and oversight of all stimulus funding, including assistance with procurement and grants management-related tasks.

Duties and Responsibilities:

• Engages with respective Division and program managers to identify and solve performance problems and re-engineer processes related to the financial management of the department's pandemic-related funding.

• Collaborates with OSSE's financial and leadership teams to support budget development, procurement services, expenditures monitoring, budget and fiscal control assessment, shortfall forecasting, cost-benefit analyses, policy proposals, and administration of grant programs.

Qualifications and Education

• Comprehensive knowledge of accounting principles, procurement laws, and allowability/obligation/use requirements that govern public finance processes and federal grant programs.
• Excellent interpersonal, verbal, and written communication skills.
• Expert-level Excel skills, including creating VLOOKUP formulas and pivot tables.
• Superior resource and project management skills.
• Excellent problem-solving, planning, and strategic thinking skills.
• Positive and flexible attitude working in an environment where priorities and responsibilities are continuously recalibrated.

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