



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

### **Financial Analysts**

The Office of the State Superintendent of Education (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 countless community based organizations.

OSSE is seeking self-starting individuals to drive and ensure the financial health of our team. The financial analyst role will be responsible for providing support for OSSE's finance function in the day-to-day management of multiple streams of funding including federal grant funds, local funds, and capital funds. The financial analysts also work with program managers to improve the fiscal management of their available funds, develop tools that will assist them in their day-to-day responsibilities, ensure financial transparency, and align fiscal resources to support programmatic initiatives.

#### **What you'll do:**

- Engage with the respective Division and program managers to identify and solve performance problems and re-engineer processes related to the financial management of the department's local and federal funds.
- Collaborate with OSSE's financial and leadership teams to support budget development, procuring services, monitoring expenditures, assessing effectiveness of budget and fiscal controls, anticipating potential shortfalls, conducting cost-benefit analyses, and making recommendations on proposed policies
- Manages day-to-day financial matters using System of Accounting Record (SOAR), Procurement Automated Support System (PASS), and the OCFO's reporting software (CF0\$olve)
- Collaborate with OSSE teams to be the subject matter expert on financial management and regulations

#### **What you bring to OSSE:**

- Superior resource and project management skills – you're the person who stays calm amidst chaos because you've got it all planned out
- Comprehensive knowledge of accounting principles and procurement laws that govern public finance processes and federal entitlement grants
- Excellent interpersonal, verbal, and written communication skills – you'll collaborate across all levels of OSSE teams
- Expert level Excel skills, including VLookups & pivot tables
- Excellent problem-solving, planning, and strategic thinking skills
- Demonstrated experience using financial systems preferably SOAR, PASS and CF0\$olve
- Good humor, adaptability, and resilience in the face of competing and evolving priorities

Interested candidates are invited to send resumes to [OSSE.Talent@dc.gov](mailto:OSSE.Talent@dc.gov) . Please include the position title in the subject line.