



*as far as the mind can see*

## **Business Analyst**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

The Business Analyst will be the driver behind our continuous improvement efforts in regards to developing data driven decision making and providing data analytic support, follow-up and compliance on standard operating procedures. The Business Analyst will provide audit support and internal audit for procedural compliance and improvement, including proposing and execution and remediation of solutions. This position will be required to provide analytical data support for processes and assist the School in building a data -driven decision-making process.

### **Essential Duties/Responsibilities:**

#### Analysis: 50%

- Applies knowledge of business analytics to address complex problems in support of operational efficiencies and tactical planning, including payroll and wage and hour challenges
- Produces reports and dashboards for key performance metrics as well as for ad hoc analyses to address issues without precedent or structure; support data preparation for School specific systems include INDEX, Cal-ISBOA and DASL
- Consults with end users and department leaders to clarify data and reporting needs for business intelligence solutions and analytics
- Develops insights and recommendations based on business data and prepares presentations for Department heads. Prepare monthly budget variance performance package. Prepares financial analyses and quantitative business cases
- Conducts ongoing assessment of data sources and data sets for relevance, integrity, and accuracy
- Identifies issues and collaborates on developing solutions to data management challenges
- Identifies and analyzes errors and problems for end users, developing and applying functional solutions and/or conducting specific training as needed

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110

Internal Audit: 50%

- Mines data to quantify relationships and identify issues warranting further analysis, supports insurance data preparation, 403b Audit and other Audit data needs.
- Participates in developing and delivering curriculum for end user training to ensure user competence, data access, and optimal performance of business intelligence (BI) tools and processes
- Participates on cross-functional teams to solve business, process, service and/systems issues
- The success of this role will be based on building strong relationships with cross-functional partners and various levels of management across the company
- Key contributor in conducting internal control and process risk assessments, planning, walkthroughs, and testing
- Partner with business process owners to improve process efficiencies in the design, modification, or streamlining of process and controls, such as adding BI to our existing accounting system or developing new options. Optimizing current use of the system.
- Ensure documentation of internal controls including narratives, process flowcharts, control descriptions and risk and control matrices is of high-quality
- Engage with external auditors in the performance of control-related assurance activities
- Deliver ongoing training to business functions with respect to internal controls
- Evaluate control deficiencies for impact, perform root cause analysis, and ensure related management actions are designed to remediate
- Perform business process impact assessments as they relate to key financial processes
- Guide and collaborate with School leaders to facilitate key business transformation initiatives and provide management with independent and objective risk and control insights
- Occasional evenings and weekends may be required
- Assist and/or lead departmental initiatives and projects, as needed
- Other duties as assigned

**Qualifications:**

- Bachelor's or Master's degree in Finance, Accounting, Internal Audit, or business analytics
- Experience in educational setting preferred
- 2-5 years' experience in audit or business analytics role
- Experience working in a JK-12 school or other educational setting preferred
- Strong knowledge of Google applications, Microsoft Excel, Asana and Lucid Chart
- Knowledge of large database collection systems/business intelligence.
- Proven capabilities in project management, ideally in the use of ASANA as a project management tool
- Proven development of innovative and impactful systems solutions



*as far as the mind can see*

- Extensive experience with data visualization
- Demonstrated skill in taking complex data and rendering it in an understandable presentation format
- Practical experience generating process documentation and reports
- Excellent communicator with the ability to translate data into actionable insights
- Strong commitment to Francis Parker School's core values

### **Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

### **Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

### **Application Process:**

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Cathy Lee, Director of Finance

[clee@francisparker.org](mailto:clee@francisparker.org)

Please find the PDF of our employment application here: [find it here](#)

Please indicate which position you are applying for in the subject line.

<https://www.francisparker.org/about-us-/employment>

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110