

BUDGET AND FINANCE DIRECTOR

Purpose Statement

The job of Budget and Finance Director was established for the purpose/s of directing business programs and financial services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Essential Functions

- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Auditors, Board, Superintendent, County Commission, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Prepares GASB financial statements and footnotes for the purpose of showing compliance to the auditors.

- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; preparing and maintaining accurate records; analyzing; budgeting and cost control; facilitating meetings; guiding others; interpersonal aptitude; managing staff/performance; problem solving; and supervision.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or county, state and/or federal regulations; personnel processes; program planning and development; school budgeting, policies and audit procedures; concepts of grammar and punctuation; and principles of public and fund accounting and budgeting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals in public and/or private settings; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; motivating others; organizing; prioritization; and taking initiative.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Continuing Educ. / Training

None Specified

FLSA Status

Exempt

Certificates & Licenses

CPA preferred; GGFM desired

Clearances

Criminal Justice Fingerprint/Background Clearance

Approval Date**Salary Grade**