

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

BUDGET DIRECTOR

QUALIFICATIONS:

1. Four (4) years of professional accounting experience that includes the handling of financial records.
2. A minimum of a Bachelor's degree from an accredited college or university with a major in business, accounting, finance or a related field of study may substitute for the required experience on a year for year basis.
3. Experience in understanding business functions and transactions.

Other Specific Requirements:

Police Background Check

Finger Printing

Sign annual confidentiality statement

KNOWLEDGE, SKILLS AND ABILITIES:

- Strategic Management – Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives.
- Policy/Procedure Development – Ability to develop and implement policies, procedures, goals and objectives.
- Documentation – Ability to document existing and new processes.
- Process Evaluation – Ability to evaluate process effectiveness and develop change or alternatives.
- Strategic Planning – Ability to strategically plan and serve as a catalyst for organizational change, cultivate a shared vision with others, and motivate others to transfer vision into action.
- Contract Administration – Knowledge of contract administration and how contracts are include in the annual operating budget.
- Project Planning – Knowledge of the principles and practices of project planning, development, and evaluation.
- Management Practices – Knowledge of the concept, principles, and practices of management.
- Budget Practices – Knowledge of the concepts, principles, and practices of accounting, budgeting, and cost control procedures.
- Ability to represent the District at conferences, workshop, and training sessions in a professional and positive manner.
- Organize work, set priorities and meet critical deadlines.
- Ability to interface with a variety of employees and other service providers.
- General knowledge of GAAP requirements for accounting and budgeting.
- Advanced analytical, organization, and interpersonal skills.
- Excellent collaboration, verbal and written communication skills. Effective Communication - Ability to communicate respectfully and effectively verbally and in writing.
- Able to break down problems into meaningful parts and come to rational and well-thought out conclusions.
- Interest in process improvement.
- Willing to adapt quickly to quick changes in direction.
- Ability to utilize problem-solving techniques.
- Ability to work independently while keeping supervisor informed.
- Internally motivated to seek out answers, generate ideas, and develop new skills.
- Working Relationships - Ability to establish and maintain effective working relationships provide for positive communication among staff.
- Ability to deal with conflict in a positive and constructive manner.

BUDGET DIRECTOR (Continued)

- Ability to receive constructive feedback in a positive and productive manner.
- Ability to utilize problem-solving techniques.
- Model and maintain high ethical standards.
- Demonstrates loyalty and trustworthiness.
- Attention to Detail - Ability to perform accurately in a detail oriented environment.
- Prioritize and Multi-task - Ability to prioritize, organize, and perform multiple work assignments simultaneously.
- Data Reconciliation - Ability to compile, review, and reconcile data for accuracy, completeness, and compliance.
- Laws, Rules & Regulations - Knowledge of and ability to effectively interpret and apply related federal, state, and local laws, ordinances, rules and regulations.
- School Board Policy - Knowledge of and the ability to effectively interpret and apply related Board policies, procedures, principles, and practices.
- Computer Application Knowledge - Knowledge of applicable computer applications and basic computer functions and garner and master software programs used in the Business and Finance Office.
- Knowledge of TERMS and software used in a business environment expertise a plus.
- Fiscal/Accounting Technology - Knowledge of electronic data processing as it applies to fiscal and accounting activities.
- Accounting Principles - Knowledge of Generally Accepted Accounting Principles (GAAP).
- Follow attendance and proper dress rules as required.
- Perform work with a record of regular attendance and punctuality.

REPORTS TO:

Assistant Superintendent for Business and Finance

JOB GOAL

To assess, monitor, plan and manage the efficient utilization of budgetary process in a manner consistent with the objectives of the Gadsden County School District.

Responsible for performing highly specialized professional accounting work.

Ensures School District compliance with Generally Accepted Accounting Principles (GAAP) and federal, state, and local laws, rules, and regulations by analyzing, verifying, and performing complex financial reconciliations.

Responsible for TRIM budget compliance.

Responsible for the formation and implementation of the District's budget as well as an ongoing monitoring and update to the approved District's budget.

Serves as backup for Treasury Manager for draw down of funds and forecasting.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Sit at a desk or in a meeting for extended periods of time, ability to lift 50 pounds.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No.

BUDGET DIRECTOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assists with the staffing plan. Leads strategic planning and staffing responsibilities.
- * (2) Actively monitors and updates the budget during the fiscal period for changes in FEFP, etc.
- * (3) Responsible for the operational management and administrative direction of the overall District budget and supports the mission and vision of the department/program and the District.
- * (4) Recommends, interprets, and implements fiscal and accounting administrative policies and procedures.
- * (5) Assist and / or direct the investigation of errors and complaints.
- * (6) Serves as the backup to the Treasury Manager for drawn down of funds to pay accounts payable and cash forecasting of cash flow.
- (7) Perform other duties as assigned by Assistant Superintendent for Business and Finance.

Interagency Communication and Delivery

- * (8) Understand, manage, and supervise all aspects of the budget and budgetary process.
- * (9) Conducts budget committee meetings to formulate the fiscal year budget.
- * (10) Prepares and monitors revenue projections for annual and long term budgets. Informs Assistant Superintendent for Business and Finance of significant changes in projections so that corrective action may be taken.
- * (11) Conducts monthly reviews of project and program budget status and discuss with the department/program directors.
- * (12) Manage relationships with all concerned parties regarding the budget, both internal and external.
- * (13) Provides budget amendments for Board approval.

Professional Growth and Improvement

- * (14) Provides leadership and direction in policy/procedural development and implementation to ensure greater accountability over the District budget to maintain proper budget protocols.
- * (15) Understand and manage appropriate accounting procedures and processes.
- * (16) Participate in workshops and training sessions as assigned.
- * (17) Participates in the FSFOA conference along with the Assistant Superintendent of Business and Finance.

Systemic Functions

- * (18) Responsible for formulating and administrating the annual operating budget and ensures appropriate expenditure for all funds allocated for department administration.
- * (19) Maintain compliance with TRIM requirements.
- * (20) Ensure that School Board policies and governmental regulations are consistently applied to assignment.
- * (21) Assist Assistant Superintendent for Business and Finance with the Annual Financial Report.
- * (22) Prepares and documents assigned footnotes for inclusion in the Annual Financial Report.
- * (23) Assist external auditor with documentation requests and provide responses to business process inquiries.
- * (24) Maintain confidentiality at all times regarding all matters related to assignment.
- * (25) Maintain work area in a safe and secure manner.
- * (26) Assist the Assistant Superintendent for Business and Finance with required reports.

Leadership and Strategic Orientation

- * (27) Responsible for developing and maintaining partnerships throughout the District in order to attain District's goals and objectives.
- * (28) Keeps track of revenue receipts and assists Assistant Superintendent for Business and Finance in resolving delinquent revenue receipts.
- * (29) Provides guidance and direction to senior District management involved in fiscal and accounting services and programs, which may include grant compliance, budget analysis, account reconciliation, and other areas affecting the budget such as purchasing, payroll, collections, and financial reporting.

*Essential Performance Responsibilities