SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
BUDGET DIRECTOR

1. SERVICE DELIVERY

_____Assists with the staffing plan. Leads strategic planning and staffing responsibilities.

_____Actively monitors and updates the budget during the fiscal period for changes in FEFP, etc.

_____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.

_____Recommends, interprets, and implements fiscal and accounting administrative policies and procedures.

_____Assist and / or direct the investigation of errors and complaints.

_____Serves as the backup to the Treasury Manager for drawn down of funds to pay accounts payable and cash forecasting of cash flow.

_____Perform other duties as assigned by Assistant Superintendent for Business and Finance.

2. INTERAGENCY COMMUNICATION AND DELIVERY

_____Understand, manage, and supervise all aspects of the budget and budgetary process.

_____Conducts budget committee meetings to formulate the fiscal year budget.

_____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.

_____Conducts monthly reviews of project and program budget status and discuss with the department/program directors.

_____Manage relationships with all concerned parties regarding the budget, both internal and external.

_____Provides budget amendments for Board approval.

3. PROFESSIONAL GROWTH AND IMPROVEMENT

_____Provides leadership and direction in policy/procedural development and implementation to ensure greater accountability over the District budget to maintain proper budget protocols.

_____Understand and manage appropriate accounting procedures and processes.

_____Participate in workshops and training sessions as assigned.

_____Participates in the FSFOA conference along with the Assistant Superintendent of Business and Finance.

4. SYSTEMIC FUNCTIONS

_____Responsible for formulating and administrating the annual operating budget and ensures appropriate expenditure for all funds allocated for department administration.

_____Maintain compliance with TRIM requirements.

_____Ensure that School Board policies and governmental regulations are consistently applied to assignment,

_____Assist Assistant Superintendent for Business and Finance with the Annual Financial Report.

_____Prepares and documents assigned footnotes for inclusion in the Annual Financial Report.

_____Assist external auditor with documentation requests and provide responses to business process inquiries.

_____Maintain confidentiality at all times regarding all matters related to assignment.

_____Maintain work area in a safe and secure manner.

_____Assist the Assistant Superintendent for Business and Finance with required reports.

5. LEADERSHIP AND STRATEGIC ORIENTATION

_____Responsible for developing and maintaining partnerships throughout the District in order to attain District's goals and objectives.

_____Keeps track of revenue receipts and assists Assistant Superintendent for Business and Finance in resolving delinquent revenue receipts.

BUDGET DIRECTOR (Continued)

_____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.

6. WORKSITE SERVICE STANDARDS

INDICATORS

_____ 35. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.

_____ 36. _____

_____ 37. _____

_____ 38. _____

_____ 39. _____

7. ASSESSMENT AND OTHER SERVICES

_____ 40. The use of the adopted performance appraisal systems for instructional and other employees.

_____ 41. The accurate and timely filing of all school reports

_____ 42. The completion of required professional development services.

_____ 43. _____

_____ 44. _____

BUDGET DIRECTOR (Continued)

<div align="center">

DATA COLLECTION CODES

</div>

O -- Observed   **I – Clearly Indicated**
C -- Collected Data   **NE – Not Evident**

<div align="center">

INTERACTION DATES

</div>

Formal Observations   **Informal Observations**

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Date)   _____(Date)

_____(Signature of Evaluator / Date)