

SCHOOL DISTRICT OF ESCAMBIA COUNTY**JOB DESCRIPTION****DIRECTOR II – BUDGETING****QUALIFICATIONS:**

- (1) Bachelor's Degree from an accredited educational institution in Accounting, Business Administration or Management Information Systems (MIS).
- (2) Minimum of ten (10) years experience in business management or accounting, to include at least six (6) years of school district budgeting in a supervisory or administrative capacity.
- (3) Certified Public Accountant (CPA) preferred.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of School District budgeting practices and generally accepted accounting principles, federal and state laws, School Board rules, administrative policies, Governmental Accounting Standards, financial and program cost accounting and reporting for Florida schools and the Florida Education Finance Program. Knowledge of the principles and practices of management, supervision and administration and the ability to apply this knowledge properly in work environments. Ability to evaluate accounting and financial procedures and to design and initiate methods, reports and practices. Ability to prepare and complete accurate reports and statements of considerable complexity. Ability to read, analyze and interpret financial reports and an extensive variety of technical instructions in mathematical, verbal or diagram form and deal with abstract and concrete variables. Demonstrated ability to plan and organize effectively and present information in a concise, understandable manner to large groups. Possess a high degree of oral and written communication skills and interpersonal skills. Possess a high degree of mathematical and analytical skills. Ability to handle and prioritize multiple tasks. Considerable knowledge of automated financial accounting systems, word processing, spreadsheet, database, presentation and other software tools. Ability to handle and prioritize multiple tasks.

REPORTS TO:

Assistant Superintendent - Finance and Business Services

JOB GOAL

To provide leadership in the development, dissemination and administration of the annual School District budget, cost accounting, FTE reporting and the monitoring and reporting related to federal projects and grants, in order to provide the best educational services with available financial resources.

DIRECTOR II – BUDGETING (Continued)**SUPERVISES:**

Coordinator I - Cost Analyst
 Accountants/Financial Analysts
 Accounting Specialists
 Administrative Secretary

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Plan, organize and coordinate the preparation of the District's budget.
- * (2) Monitor compliance with legal requirements related to the District's budget to include TRIM legislation.
- * (3) Evaluate all budget requests based on justification, financial priorities and historical data.
- * (4) Monitor revenues and expenditures and make recommendations for budget amendments.
- * (5) Supervise the preparation of budget amendments for submission to the School Board.
- * (6) Oversee the preparation of FTE projections and actual FTE surveys and evaluate the impact on revenue and appropriations.
- * (7) Provide guidance with the preparation of the District Annual Cost Report.
- * (8) Supervise the budgeting, monitoring and reporting required for state and federal grants and projects.
- * (9) Supervise the preparation of the Annual Federal Impact Aid Survey.
- *(10) Oversee the balancing of the daily financial postings to the general ledger, budgetary control and financial controller and coordinate end-of-the-month financial reports to be submitted to the School Board.
- *(11) Provide the Superintendent, School Board and staff with information pertinent to planning, developing and monitoring the budget and other financial information.

Inter / Intra-Agency Communication and Delivery

- *(12) Interact with coworkers, personnel supervised, Superintendent, School Board members, District and school administrators and staff, legislators, lobbyists, Florida Department of Education personnel and staff from other districts for purposes involving exchange and dissemination of information, reports and allocations.
- *(13) Make presentations to groups and individuals regarding the budget or other factors affecting the financial affairs of the School District.
- *(14) Keep Assistant Superintendent informed of potential problems or unusual events.

Professional Growth and Improvement

- *(15) Assist in the interpretation of District policies, state and federal laws and financial regulations to keep staff and the community informed.
- *(16) Provide technical assistance to assigned employees as needed.
- *(17) Maintain a network of peer contacts through professional organizations.
- *(18) Promote and support professional growth for self and others.
- *(19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(20) Maintain expertise in assigned areas to fulfill goals and objectives.

Systemic Functions

- *(21) Coordinate with other departments relative to financial and internal control issues.
- *(22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(23) Serve on District, state or community councils or committees as assigned or appropriate.

DIRECTOR II – BUDGETING (Continued)

- *(24) Attend bargaining negotiations and meetings and develop analysis and cost of salary proposals to assist in the Collective Bargaining Process..
- *(25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(26) Represent, consistently, the District in a positive and professional manner.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(28) Provide leadership and direction for the assigned areas of responsibility.
- *(29) Assist in implementing the District’s goals and strategic commitments.
- *(30) Exercise proactive leadership in promoting the vision and mission of the District.
- *(31) Provide oversight and direction for cooperative planning with other agencies.
- *(32) Coordinate with department members regarding decisions which relate to technological needs of the department.
- *(33) Set high standards and expectations for self and others.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 6

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002