

SCHOOL DISTRICT OF SARASOTA COUNTY
JOB DESCRIPTION

SUPERVISOR, BUDGET

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: FINANCIAL SERVICES DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Bachelor's Degree in Business or Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution supplemented with five (5) years of directly related professional experience.
- (2) Minimum of three (3) years successful experience in governmental budgeting.
- (3) Supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public sector multi-fund budget and finance procedures and practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds – including generally accepted accounting principles (GAAP) and practices; governmental accounting, auditing, and financial reporting (GAAFR) practices and procedures; and principles and practices of State laws, rules and regulations of governmental budgeting. Ability to translate budgetary principles, policies and practices into a coordinated system of financial reporting. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise. Ability to align organizational mission with financial resources.

REPORTS TO:

Budget Director

JOB GOAL

To ensure compliance with legal guidelines for the timely preparation and implementation of legally adopted District budgets.

SUPERVISES:

Degreed Accountants
Budget Specialists

PERFORMANCE RESPONSIBILITIES:

- * (1) Prepares and assists in the completion of the annual budget, including the District's Truth in Millage (TRIM) timetables as provided by law, the development of all required forms, and explanations of the budgetary process.
- * (2) Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all applicable laws, rules and regulations.
- * (3) Coordinates the preparation of the official annual District tentative and final budgets for all funds.
- * (4) Monitors and processes budgetary revenues, balances, and expenditures.
- * (5) Prepare and assist in the development and refinement of revenue and expenditure projections/forecasts using current financial best practices and generally accepted accounting principles.
- * (6) Remain current on legislative actions (state and/or federal) which might impact the District's budget.
- * (7) Assists in monitoring FTE data collection and recommend appropriate budget adjustments.
- * (8) Monitor and manage fiscal implications of the District's five-year CIP.
- * (9) Implement and maintain state-of-the-art budget technology and systems.
- * (10) Coordinate and direct all budget control functions, including position control.
- * (11) Assist in providing funding advice for Capital Improvement and Debt Service programs.
- * (12) Advise and assist supervisor and other staff members on budgets, accounting policies and interpret / apply said policies to the various financial functions

SUPERVISOR, BUDGET (continued)

- * (13) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (14) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (15) Keep the Budget Director informed, through proper channels, of potential problems or unusual events.
- * (16) Assist in the Charter School review process including new applications, renewals, Charter FTE monitoring, budgeting and monthly invoicing.
- * (17) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (18) Keep well informed about current trends and best practices in areas of responsibility.
- * (19) Promote and support professional growth for self and others.
- * (20) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (21) Maintain a network of peer contacts through professional organizations.
- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Represent, consistently, the District in a positive and professional manner.
- * (25) Provide positive leadership and guidance in the development of annual goals and objectives for assigned department or programs and subordinate staff.
- * (26) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (27) Assist in implementing the District's goals and strategic commitments.
- * (28) Set high standards and expectations for self and others.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (31) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

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/benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year/ 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