

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

GENERAL MANAGER, BUDGET

SALARY SCHEDULE: ADMINISTRATIVE - D

COST CENTER: FINANCIAL SERVICES DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Master's Degree in Business, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution OR Bachelor's Degree in Business, Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution supplemented with seven (7) years of directly related professional experience.
- (2) Minimum of five (5) years successful experience in governmental budgeting.
- (3) Minimum of three (3) years of supervisory experience.
- (4) Certified Government Finance Officer or Certified Florida School Finance Officer designation preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public sector multi-fund budget and finance procedures and practices as prescribed by generally accepted accounting principles (GAAP) and governmental accounting, auditing, and financial reporting (GAAFR). Knowledge of Federal, state and local laws, rules, regulations and policies governing the use of and accountability of public funds Ability to translate budgetary transactions, 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:

Chief Financial Officer

JOB GOAL

Provide leadership and oversight to ensure compliance with legal guidelines for the development, maintenance and timely preparation and implementation of legally adopted District budgets.

SUPERVISES:

Degreed Accountants
Budget Specialists
Administrative Assistant/Bookkeeper

PERFORMANCE RESPONSIBILITIES:

- * (1) Facilitates and ensures the preparation of the annual budget including Operating, Capital, Special Revenue (Federal, State, Local and Food/Nutrition Services), Debt and Internal Service Funds.
- * (2) Facilitates and ensures the District's Truth in Millage (TRIM) timetables as provided by law, development of all required forms, and technical instruction of the budgetary process.
- * (3) Coordinates the completion of the official annual District tentative and final budgets for all funds.
- * (4) Manages and coordinates all budgetary control functions, including position control administration.
- * (5) Develops and coordinates the district's student enrollment projection annually.
- * (6) Works with administration and the Florida Department of Education to develop the projection of Full Time Equivalent (FTE) a vital component of the district's budgeting process.
- * (7) Develops and coordinates annual staffing allocations based upon FTE projections, Enrollment projections and District guidelines or initiatives.
- * (8) Supervises and assists in the development and refinement of revenue and expenditure projections/forecasts using current financial best practices and generally accepted accounting principles.

GENERAL MANAGER, BUDGET (continued)

- * (9) Monitors and manages fiscal implications of the District's five-year Capital Improvement Plan (CIP).
- * (10) Provides funding advice for Capital Improvement and Debt Service programs.
- * (11) Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all applicable laws, rules and regulations.
- * (12) Monitors and processes budgetary revenues, balances, and expenditures for all funds.
- * (13) Monitors FTE data collection and recommends appropriate budget adjustments.
- * (14) Reviews Charter School Applications and develops recommendations.
- * (15) Monitors Charter School Full Time Equivalent (FTE) and adjusts budgetary allocations.
- * (16) Remains current on legislative actions (state and/or federal) which might impact the District's budget.
- * (17) Implement and maintain state-of-the-art budget technology and systems.
- * (18) Advise and assist supervisor and other staff members on budgets, accounting policies and interpret / apply said policies to the various financial functions.
- * (19) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (20) Interact with outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (21) Keep the Chief Financial Officer informed, through proper channels, of potential problems or unusual events.
- * (22) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (23) Keep well informed about current trends and best practices in areas of responsibility.
- * (24) Promote and support professional growth for self and others.
- * (25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (30) Represent, consistently, the District in a positive and professional manner.
- * (31) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs and subordinate staff.
- * (32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (33) Assist in implementing the District's goals and strategic commitments.
- * (34) Set high standards and expectations for self and others.
- * (35) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (36) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (37) Sustained focus and attention to detail for extended periods of time.
- * (38) 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.
- (39) 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.

GENERAL MANAGER, BUDGET (continued)

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