

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIRECTOR, BUDGET

SALARY SCHEDULE: ADMINISTRATIVE - C

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. Possess excellent communication skills with the ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise. Ability to analyze, explain and align organizational mission with financial resources.

REPORTS TO:

Assistant Superintendent Chief Financial Officer

JOB GOAL

Provide leadership, direction and oversight that ensures compliance with legal guidelines for the development, maintenance and timely preparation and implementation of legally adopted District budgets. Supervise, direct, plan and organize the overall budgeting operations of the district.

SUPERVISES:

Budget Supervisor
 Degreed Accountants
 Budget Specialists
 Administrative Assistant/Bookkeeper

PERFORMANCE RESPONSIBILITIES:

- * (1) Facilitates, recommends, and ensures the preparation and development of the annual budget including Operating, Capital, Special Revenue (Federal, State, Local and Food/Nutrition Services), Debt and Internal Service Funds.
- * (2) Facilitates and establishes the District's Truth in Millage (TRIM) timetables as provided by law, development of all required forms, and technical instruction of the budgetary process to ensure district compliance.
- * (3) Coordinates the completion and advertisement of the official annual District tentative and final budgets for all funds and presentation to the School Board.
- * (4) Develops, manages and coordinates all budgetary control functions, including position control administration and allocations.
- * (5) Build, amend, monitor and report the District's revenue and expense budgets for all funds in order to provide administration with timely, accurate fiscal information for effective management of the financial resources of the school district.
- * (6) Develops, coordinates and implements the district's student enrollment forecast process and projection annually.

DIRECTOR, BUDGET (continued)

- * (7) Develops, coordinates, and works with administration and the Florida Department of Education to develop the projection of Full Time Equivalent (FTE) annually.
- * (8) Develops, manages and coordinates annual position control staffing allocations and funding based upon FTE projections, enrollment projections, projected FEFP Revenues and District guidelines or initiatives.
- * (9) Participate and coordinate presentations to the School Board, administrators and other personnel regarding budgeting, FTE, enrollment or position control.
- * (10) Supervises and assists in the development and refinement of revenue and expenditure projections/forecasts using current financial best practices and generally accepted accounting principles.
- * (11) Develop internal control procedures and ensure that the controls are properly followed.
- * (12) Monitors and manages fiscal implications of the District's five-year Capital Improvement Plan (CIP).
- * (13) Provides funding advice for Capital Improvement and Debt Service programs.
- * (14) Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all applicable laws, rules and regulations.
- * (15) Monitors and processes budgetary revenues, balances, and expenditures for all funds. Monitors FTE data collection and recommends appropriate budget adjustments.
- * (16) Monitors Charter School Full Time Equivalent (FTE) and facilitates adjustments to budgetary allocations.
- * (17) Reviews Charter School Applications and develops recommendations.
- * (18) Facilitates district Charter Schools assistance for correct preparation of monthly invoices and budget monitoring.
- * (19) Remains current on legislative actions (state and/or federal) which might impact the District's budget. Implement and maintain state-of-the-art budget technology and systems.
- * (20) Advise and assist supervisor and other staff members on budgets, accounting policies and interpret / apply said policies to the various financial functions.
- * (21) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (22) Interact with outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (23) Keep the Chief Financial Officer informed, through proper channels, of potential problems or unusual events.
- * (24) Work closely with District and school staff to support school improvement initiatives and processes. Keep well informed about current trends and best practices in areas of responsibility.
- * (25) Promote and support professional growth for self and others.
- * (26) Develop annual goals and objectives consistent with and in support of District goals and priorities. 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. Represent, consistently, the District in a positive and professional manner.
- * (30) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs and subordinate staff.
- * (31) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (32) Assist in implementing the District's goals and strategic commitments.
- * (33) Lead and drive a culture of budgetary ownership and align the budget with the strategic plan.
- * (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. Sustained focus and attention to detail for extended periods of time.

DIRECTOR, BUDGET (continued)

- * (37) 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.
- (38) 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