



**Job Title:** Director – Budgeting

## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Administrative – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is 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.

## **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, and coordinates the preparation of the District's budget.
- Monitors compliance with legal requirements related to the District's budget to include TRIM legislation.
- Interprets District policies and state and federal laws and regulations.
- Evaluates all budget requests based on justification, financial priorities, and historical data.
- Monitors revenues and expenditures and makes recommendations for budget amendments.
- Supervises the preparation of budget amendments for submission to the School Board.
- Oversees the preparation of FTE projections and actual FTE surveys and evaluates the impact on revenue and appropriations.
- Provides guidance with the preparation of the District Annual Cost Report.
- Supervises the budgeting, monitoring, and reporting required for state and federal grants and projects.
- Supervises the preparation of the Annual Federal Impact Aid Survey.
- Oversees 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.
- Provides the Superintendent, School Board, and staff with information pertinent to planning, developing, and monitoring the budget and other financial information.
- Interacts 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.

- Makes presentations to groups and individuals regarding the budget or other factors affecting the financial affairs of the School District.
- Keeps Assistant Superintendent informed of potential problems or unusual events.
- Assists in the interpretation of District policies, state, and federal laws and financial regulations to keep staff and the community informed.
- Provides technical assistance to assigned employees as needed.
- Maintains a network of peer contacts through professional organizations.
- Promotes and supports professional growth for self and others.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Maintains expertise in assigned areas to fulfill goals and objectives.
- Coordinates with other departments relative to financial and internal control issues.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Attends bargaining negotiations and meetings and develop analysis and cost of salary proposals to assist in the Collective Bargaining Process.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree from an accredited educational institution in Accounting, Business Administration, or Management Information Systems (MIS).
- Minimum of seven (7) years of experience in business management or accounting, to include at least six (6) years of School District budgeting.
- Certified Public Accountant (CPA) preferred.
- 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**

- Requires the ability to display 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.
- Requires the ability to display knowledge of the principles and practices of management, supervision, and administration and the ability to apply this knowledge properly in work environments.
- Requires the ability to evaluate accounting and financial procedures and to design and initiate methods, reports, and practices.
- Requires the ability to prepare and complete accurate reports and statements of considerable complexity.
- Requires the 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.

- Requires the ability to plan and organize effectively and present information in a concise, understandable manner to large groups.
- Requires the ability to display a high degree of oral and written communication skills and interpersonal skills.
- Requires the ability to display a high degree of mathematical and analytical skills.
- Requires the ability to handle and prioritize multiple tasks.
- Requires the ability to display considerable knowledge of automated financial accounting systems, word processing, spreadsheet, database, presentation, and other software tools.
- Requires the ability to handle and prioritize multiple tasks.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and determine allocation of budget among departments and divisions.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for word processing and/or accounting purposes.

**PHYSICAL DEMANDS**

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. The work also requires the following physical abilities in order to perform the essential job functions: hearing and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**