

RICHLAND COUNTY SCHOOL DISTRICT ONE

VACANCY: DIRECTOR OF BUDGET SERVICES

Salary Range: \$85,790.00 - \$135,208.00

240 Days

FLSA Status: Exempt

GENERAL STATEMENT OF JOB

Under limited supervision, assists in planning, organizing, coordinating and directing the financial activities of the District. Oversees the development and monitoring of all District budgets; provides financial information and projections to the Board of School Commissioners, Superintendent, administration and staff. Supervises professional, managerial and clerical personnel; reviews work of subordinates for completeness and accuracy. Reports to the Chief Financial Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Manages Budget Services to implement and execute daily strategy while integrating leadership skills; assigns workloads and establishes work schedules; directs and supervises duties of assigned professional, managerial and clerical staff. Supervisory duties include instructing; assigning, reviewing and planning work of subordinates and others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee transfers, promotions, discipline and discharge.

Manages execution of the District's system of budget administration, control, and reporting and budget preparation.

Oversees the development, communication and maintenance of the district's budget development calendar and development of budgetary policies, procedures and programs.

Develops and administers a detailed annual general fund budget; special revenue budgets and capital project budgets.

Presents budget proposals for all funds to the Board of School Commissioners and administration in accordance with Board Policies.

Reviews and reconciles actual expenditures, projected expenditures, and encumbrances of all personnel and non-personnel budgets.

Develops financial decision making analysis/tools/forecasts to support strategic plans, working capital management and cost reduction initiatives, to align resources with district strategies.

Projects year-end fund balance for the general fund.

Monitors the total number of employees for budget purposes; determines whether funds and positions are available.

Provides necessary reporting and analysis to assist Senior Leaders in making sound financial business decisions that are sustainable and aligned with the strategic plan.

Responds to customer problems and concerns and maintains open communication with principals, administrators, parents and other District personnel.

Directs the preparation of recurring budget variance analysis, statistical and narrative reports and is responsible for providing these reports to District leaders and Superintendent.

Receives, reviews, prepares and/or submits various records and reports including financial statements and reports, budget reports and documents, change orders, salary schedules, energy reports, federal budget proposals, projections, expenditure reports, job applications, performance appraisals, meeting agenda items, fund balance projections, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, calculator, telephone, etc.

Interacts and communicates with various groups and individuals such as immediate supervisor, subordinates, Superintendent, other district administrators and staff, board members, attorneys, CPAs, state and federal agencies, news media and the general public.

ADDITIONAL JOB FUNCTIONS

Performs general administrative tasks as required, including but not limited to processing requisitions, compiling and distributing budget reports, copying documents, processing budget transfers, attending meetings, etc.

Performs other duties as assigned by Chief Financial Officer.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in accounting or public finance and supplemented by five to seven years in budget and/or public finance administration in a leadership role, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Preferred Requirements: GOFA or ASBO Certified; a Certified Public Finance Officer; or Certified Public Accountant.

Experience with ERP systems, and Microsoft Office Suite, especially Excel.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Budget Services Department as they pertain to the performance of duties of the Director - Budget. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure

departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of the organization of the department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of Richland District One and other governmental agencies. Has thorough knowledge of the principles and practices of public and business administration. Has thorough knowledge of accounting practices and procedures. Is able to plan and direct fiscal services, to interpret and analyze financial data and reports. Is able to prepare informative financial reports with extreme attention to detail. Knows how to plan, organize and direct an accounting / public financial management staff. Is able to perform employee evaluations and to make recommendations based on results. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret technical and financial materials, policies and laws, and related materials pertaining to the responsibilities of the job. Knows how to prepare complex reports, financial documents, projections and analyses, performance appraisals, etc. with accuracy. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Knows how to make public presentations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has skill in the use of computers. Is able to compile, organize and utilize various financial information necessary in the preparation of comprehensive budgets, and knows how to prepare and monitor budgets.