

**27J SCHOOLS
EXEMPT JOB DESCRIPTION**

Job Title: Budget Director
**Date Prepared or
Last Modified:** November 6, 2017, Reviewed December 2020
Work Year: 260 Paid Days
Department: Finance
Reports to: Chief Financial Officer

SUMMARY: The Budget Director conducts and develops the annual District budget process; monitors revenues and expenses for conformance to budget; develops recommendations for adjustments. The Budget Director also coordinates detailed financial research and analysis related to the District budget, special reports and other areas as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- M 20% Develop and manage the annual District budget and required budgetary reports in accordance with Board policies, Superintendent policies, Colorado Department of Education regulations and state statute. Responsible for staying apprised of new and proposed budgeting principles, regulations and legislation. Provide ongoing budget support, communication, and expertise to administrative personnel and respond to questions and inquiries from various stakeholders.
- W/A 19% Responsible for initiating and implementing sound budgetary practices in financial variance analysis, reporting, and projection of balances and other necessary reports for submission to management, Board of Education and state agencies. Meet with individual department and school budget authorities to address issues, budget development and financial training. Provide budget development tools for use in budget monitoring. Work in collaboration with Chief Human Resource Officer and Planning Manager to assist Principals' in projections, staffing, and current/future budget planning.
- D 15% Hire, direct, mentor, discipline, evaluate and terminate Budget Analyst and Grants Accountant II and III. Regularly confer with staff to assist and support them in decision making tasks and daily functions.
- D 20% Prepare multi-year forecasts for financial planning purposes. Responsible for monitoring economic changes, variables and assumptions in regards to the School Finance Act, pupil count information and all necessary and relevant information for financial planning.
- D/W 15% Develop and manage position control system for all district positions and ensure proper account coding with payroll staff. Ensure allocation are being met district wide, and create reports when needed.
- W 5% Act as District liaison with Adams County BOCES to ensure proper reporting of property and liability insurance issues. Monitor progress of claim, including restitution from courts. Coordinate, monitor, and maintain compliance regarding district insurance policy requirements and rental property agreements.
- D 5% Assist Accounting Department with the preparation of quarterly financial reporting and reviews and the annual audit.

Ongoing 1% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: Bachelor degree or above in Accounting, Finance, or related business degree; or equivalent advanced training in Accounting, Finance, or related business field.

EXPERIENCE: Over 3 years of progressively responsible experience in planning and budgeting, preferably in a government or school district environment.

SKILLS, KNOWLEDGE, & EQUIPMENT: Strong technical knowledge of accounting standards and financial statement reporting. Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential. Must possess excellent organizational skills in a complex environment and effective written and oral communication skills.

CERTIFICATES, LICENSES, & REGISTRATIONS: CPA License preferred but not required. Expert user of Excel required. General Ledger software (CIMS) experience preferred but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position spends up to 50% of their time with supervisory responsibilities. They will be responsible to hire, train, direct work, evaluate, and recommend termination of the Grants Accountant.

JUDGMENT AND DECISION MAKING: Work is assigned by the Chief Financial Officer based on content of assignment in accordance with the job description. Decisions are made in collaboration with school principals, department leaders, senior management and charter school financial representatives. Supervisor is involved only on major decisions.

DIVERSITY OF DUTIES: This position crosses over into other areas within the building on a daily basis.

SAFETY TO SELF AND OTHERS There is minimal risk of injuries to self or others in this position.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. There are no lifting requirements of this job. There are no specific vision abilities required by this job.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. The employee will frequently be required to compile and negotiate.