

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

SUPERVISOR OF BUDGET AND SCHOOL ACTIVITY FUND

POSITION: Supervisor of Budget and School Activity Fund

REPORTS TO: Assistant Superintendent of Fiscal Services

LOCATION: Department of Fiscal Services

NATURE OF WORK:

This is a skilled professional position with responsibility for the direct supervision and oversight of budgeting, food service accounting, and school activity fund accounting for the school system. This is a highly technical position, dealing with confidential, and complex financial internal review and budgeting projects. It involves the coordination, formulation, and assistance in the execution of the operating budget; consolidation of data for the presentation of the budget; maintaining accounting records and analyzing funds; evaluating relationships between major program changes and the financial status of the school system; and ensuring adequate funds for program coverage. The individual in this position will be responsible for coordinating and implementing the accurate financial reporting, oversight, and training of the use of school activity funds, Food Service Fund, Maryland State Department of Education financial reporting such as the Master Plan, Blueprint Funds, and Every Student Succeeds Act (ESSA).

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours

- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Coordinates, compiles, and develops the school system operating budget, to include revenue and expenditure estimation
- Provides technical assistance in the preparation of departmental staff budget requests on the status and availability of funds for various budget activities
- Reviews, analyzes, and interprets financial data for budget briefs, reports, correspondence, and presentations; make recommendations for future initiatives; assist in the implementation of new ideas and financial strategies
- Performs complex financial analysis and review of the operating budget and recommends approval of funding alternatives, program modifications, and other appropriate revisions
- Regularly monitors the status of the appropriation of expenditures to prepare categorical transfers, completing necessary corrective actions
- Participates in audits providing requested information, review of accounts, preparation, and review of assigned audit statements, and makes recommendations and procedural changes to ensure compliance
- Prepares maintenance of effort costs, certification, and annual requests required by MSDE based on proposed and approved budgets
- Develops forms and instructions for staff's use in submission of budget requests
- Provides departmental budget development training
- Meets with and provides technical, fiscal advice and assistance to departmental staff in the compilation of statistical, fiscal, and program information for the formulation and development of their departmental budget requests, including the interpretation of budget policies
- Consolidates individual department budgets into overall operating budget, updates/develops narratives and highlights statements supporting funding requests, and performs in-depth analyses of budget requests
- Examines the budget estimates or proposals for accuracy, precision, and completeness
- Ensures compliance with fiscal procedures, policies, and organizational objectives
- Develops and maintains an updated FTE recap of all new requested positions, annualization of positions in current year, grant rollovers, and/or deletions recommended during the budget development process
- Assists, as needed, in the development of projections and supporting documents for negotiations
- Implements appropriate internal controls to ensure that actual positions filled are in alignment with the approved budget
- Maintains the master Schedule of Classifications
- Provides regular budget variance review for both revenues and expenditures of the Unrestricted and Food Service Funds, and performs year end projections and calculations, projecting potential differences and offering proactive resolution
- Assists in the preparation of responses to financial inquiries by county government, state, and federal entities
- Assists in the reconciliation of balance sheet accounts and review of supporting documentation
- Conducts periodic financial reviews of departmental programs in compliance with Blueprint financial requirements

- Annually sets up the comprehensive school system's operating budgets into the accounting system
- Develops monthly revenue and expenditure financial reports for the Board of Education
- Responds to budget transfer requests
- Conducts and/or oversees the on-site internal review of fiscal operations in schools and offices for compliance with policies, regulations, and laws
- Collaborates with the Procurement Coordinator to schedule the timing of select purchases with the availability of budgetary funds
- Assists in all related aspects of the annual independent audit and legislative audit, as applicable, to include supporting the implementation of new Government Accounting Standard Pronouncements (GASB)
- Compiles Maryland State Department of Education financial reporting, such as but not limited to the Master Plan, Blueprint Funds, and Every Student Succeeds Act (ESSA)
- May be required to attend Board of Education, County Commissioner, and other staff meetings to assist with providing explanations and answers to questions concerning the budget recommendations as directed
- Develops detailed school budget allocation calculations semi-annually based on per pupil and approved appropriations
- Serves as the on-site backup to the Payroll Office
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in accounting, business administration/management
- Ten (10) years of professional experience required in budgeting, accounting, or related practical field, with three (3) years of experience in governmental accounting required, preferably in a school district
- Five (5) years of experience required in preparation, justification, and analysis of budgetary programs, to include budgetary control and administration
- Three (3) years of interpretation and application of GASB, Generally Accepted Accounting Principles (GAAP), and modified accrual basis accounting
- Five (5) years of previous experience utilizing integrated financial software applications to include benefits, accounting, payroll systems, databases, and other software applications
- Pursuant to the Federal Fair Credit Reporting Act and the Maryland Department of Labor and Licensing, a credit report or credit history for purpose of consideration of employment with St. Mary's County Public Schools will be required in this fiduciary position

Preferred:

- Master of Business Administration
- Certified Public Accountant degree/license
- Two (2) years audit experience

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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