



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Deputy Chief - Budget	Last Revised/Approved: March 2026
Job Code: 0707	Reports To: Chief Financial Officer
Office: Office of Finance	Department: Finance

Compensation Information	
Pay Grade: 17A	Pay Range: FY26 \$175,00 – 185,000
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Under the direction of the Deputy Chief – Budget will plan, organize, and coordinate the development, preparation, presentation, implementation and evaluation of the district’s annual budget and long-range financial plan. Analyze, project, and report the impact that federal and state budget decisions will have on the district. Directs department staff and assigned teams in the development, design, review, implementation and periodic, project plans and strategies to support the achievement of the goals of the department.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access, and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Plans and directs the development of the district's annual balanced budget and other financial documentation under the direction of the chief financial officer (CFO).

- Develops, designs, edits, finalizes, and publishes the district's budget book to align to Government Finance Officers Association (GFOA) or Association of School Business Officials (ASBO) standards and WUFAR budgets (WI chart of accounts).
- Oversees the creation, dissemination, and maintenance of the district's budget calendar and the creation of budgetary guidelines, procedures, and programs. Manages the district's budget administration, control, reporting, and budget preparation.
- Ensures that budget process and materials comply with local, state, and federal requirements for public hearings, Board adoption, and delivery to the applicable agencies.
- Conducts extensive research on significant local, state, and federal legislative changes to estimate their financial impact on the district.
- Analyzes pertinent legislation to ensure the district's compliance with laws and procedures governing budget processes and offers modifications for more efficient operations. Recommends policy formulation, updates, and procedural development.
- Prepares and presents budget-related issues to the Board of School Directors for review and approval. Attends Board and Committee meetings to provide insight and knowledge on budgeting, financial management, and forecasting-related technical concerns.
- Leads and directs the Department of Financial Planning & Budget Services. Examines position responsibilities, formulates division objectives, and assures sufficient staffing. Determines staff development requirements and pursues or supports training opportunities.
- Maintains an environment that recruits and motivates diverse, high-quality personnel.
- Collaborates with the Office of Schools and Enrollment to develop and maintain the district's five-year enrollment projections.
- Develops the district's five-year financial forecast in collaboration with the Office of Accountability & Efficiency.
- Researches and evaluates new legislative and contractual changes regarding district budget. Conducts fiscal analyses about estimates of short- and long-term budget needs and their impact on the local tax structure and other financing sources. Recommends adjustments and implementation methods to the CFO.
- Develops and presents management and analysis reports including variance analyses, cash position, monthly revenues, and expenditures in collaboration with Accounting director to summarize the financial position of the district and communicating this with internal and external stakeholders to ensure timely and transparent financial information of the District.
- Collaborates with the Office of Human Resources to manage position control activities, including position authority and budget availability.
- Develops and implements a system to reconcile position control with Human Resources on a quarterly basis and manages that reconciliation.
- Advises and offers recommendations to the CFO concerning budget reporting and management matters and proposes procedural changes to budget processes to enhance operating efficiencies. Recommends changes to internal and management controls, as necessary.
- Analyzes and monitors performance relative to budgets. Develops and implements planning, forecasting, monitoring, decision support tools, and reporting.
- Serves as the point person for principals and department leaders in monitoring budgets and forecasting year-end projections. Recommends methods for solving budget variances. Identifies and reports year-end surpluses and deficits at the school and district levels.
- Advises and makes recommendations to senior staff concerning revenue opportunities as they become available and monitors future changes in revenue.
- Responds to staff, management, and audit inquiries related to assigned responsibilities. Addresses external auditor management letter comments by reviewing and revising procedures and systems as recommended.

- Responds to questions from researchers, regulators, the public, staff members, and other stakeholders. Maintains positive relationships both internal and external to the district.
- Provides essential costing information in time-sensitive and often politically sensitive circumstances.
- Plans, organizes, directs, and supervises the work of professional, technical, and support personnel performing budget data and policy analysis and related tasks, ensuring that staff members comprehend and implement the standard processes and practices.
- Manages and monitors staff work performance, reviewing program/work objectives and effectiveness, creating broad organizational goals, and realigning departmental work and staffing assignments. Addresses performance issues and provides personnel action recommendations. Recommends the department's hiring, disciplinary, and evaluation actions.
- Establishes and maintains relationships/membership with local, state, and federal agencies and associations to keep abreast of initiatives and issues affecting the district's financial system.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a bachelor's degree in finance, accounting, business, public administration, or a related field.
- Advanced certification Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or a master's degree is desired.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Position requires seven or more years of progressive supervisory experience within a budget environment.
- Experience in budget and strategic planning in a K-12 district or similar environment subject to federal, state, and local government regulations, is required.
- Previous public sector experience is helpful.

Knowledge, Skills, and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Experience supervising staff and managing budgets is required.
- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- The ability to analyze data and communicate results to stakeholders is required.
- Must be able to anticipate and respond to the needs of stakeholders and manage their expectations within District parameters.
- Develops strategies and positively influences others to achieve the best overall results is necessary.
- Must have excellent planning and organizational skills and be able to set priorities and monitor progress on stated goals and objectives.
- A solid working knowledge of computer applications, including MS Office software and financial databases and software, is required.
- Must be able to manage numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours outside of the typical business day as a regular part of the job.
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.