Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Budget Director**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**A/P Schedule, Grade I**
Prepared/Revised Date:	**January 29, 2026**	Job Code:	**10312**

SUMMARY: Responsible for providing strategic leadership for all district budgeting functions (annual, multi-year, operating, capital, grants, etc.). Ensure long-term financial sustainability through scenario planning, revenue diversification, and financial forecasting while compliant with state/federal laws and Colorado funding constraints (e.g., TABOR, mill levy). Champion continuous improvement, data transparency, and stakeholder communication, including public-facing dashboards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Lead development, monitoring, and reporting of annual and multi-year budgets for all District funds. Provide advanced scenario modeling, forecasting, and sustainability analysis. Collaborate with District leaders to align budgets with strategic and capital plans. Prepare financial recommendations and budget adoption materials (resolutions, mill levy certifications, amendments).
2. Develop budget and provide budget oversight for various programs including programs that are self-sustaining through multiple funding sources, such as Early Childhood Education, Child Nutrition, and Employee Self-Insurance, ensuring accurate allocation, compliance, and long-term financial viability.
3. Assume responsibility for the systems and system modules used for budget forecasting and allocation, ensuring functionality, optimization, and alignment with best practices. Use data analytics and visualization tools to identify trends, risks, and optimization options.
4. Prepare and deliver financial presentations to Board, community groups, and oversight agencies. Develop and maintain internal and public-facing dashboards and financial reports to communicate budget status and trend.
5. Partner with Finance department administrators to provide leadership and strategic direction for the entire Finance department, ensuring alignment with district goals and integrated financial planning. Supervise, mentor, and evaluate budget support staff. Oversee training, hiring, performance reviews, and team development. Supervise, mentor, and evaluate the team that delivers training and support to staff handling financial transactions outside of the Finance department. Provide visionary leadership for developing innovative strategies, fostering collaboration, and driving continuous improvement to ensure excellence in financial practices across the district.

6. Stay current on federal, state, and local funding mechanisms and incorporate legislative changes (TABOR, TABOR reserve). Develop financial guidelines and procedures and ensure compliance with Colorado regulations, GAAP/GASB, and district policies. Lead initiatives to streamline budgeting processes, enhance efficiency, and implement best practices. Ensure audit readiness and maintain strong internal controls across all budgetary and site based financial areas.
7. Monitor and analyze district cash flow to ensure liquidity, optimize investment opportunities, determine short-term borrowing needs, and maintain alignment with budgetary and operational requirements.
8. Provide strategic advice to the Chief Financial Officer, Superintendent, Board of Education, school leaders, department heads, and external stakeholders.
9. Serve as financial liaison to charter schools for budgeting, reporting, year-end close, and audit requirements.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, accounting, business administration, public administration, or related field
- Master's degree in finance, accounting, business administration, public administration preferred
- More than five years of advanced experience in accounting, financial analysis, finance, or relevant budget experience required
- Experience in public or preK-12 education finance environment preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CPA, CGFM, CPFO, SFO preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- In-depth knowledge of governmental accounting (GASB), TABOR, and mill levies
- Expertise in budget forecasting, capital planning, and grants oversight
- Experience building public financial dashboards and data visualization tools
- Proficient in ERP systems, forecasting software, Power BI/Tableau
- Strong leadership, communication, and presentation skills
- Analytical mindset with ability to manage complex financial systems
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of financial management and analysis, administrative practices, operating policies and procedures regarding K-12 funding
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Finance	
Direct reports:	Senior Accountant	2
	Finance Specialist	3

- Supports executive leadership, the Board of Education, school communities, and charter schools
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	