

DIRECTOR FOR BUDGET AND STAFFING

TITLE: Director for Budget and Staffing

REPORTS TO: Chief Operating Officer

SUPERVISES: Staffing Specialists, Budget & Staffing Clerk

JOB FUNCTION: Develops and administers the budget of school district priorities as defined in adopted plans of the various schools, the central administration, and the Board.

DUTIES AND RESPONSIBILITIES:

- Assists Financial Services to forecast anticipated revenues.
- Develops district budget guidelines, coordinates preparation of the district budget, and assists key administrators in review of the budget for the district.
- Prepares analyses of district budget requests and district program proposals.
- Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent, the Board, and School Based Decision Making Council.
- Coordinates the presentation of justification for and preparation of additional analyses required to understand the district budget proposal for action by the Board.
- Assists in the execution of the enacted district budget, including the recommendation of administration control where required.
- Prepares all district budget documents required by local taxing agencies and the Kentucky Department of Education in accordance with state coding and accounting procedures.
- Assists Financial Services in publicizing tax rates and budget as required by Kentucky Department of Education.
- Takes the lead in developing improvements in the financial management of the school system, including budget methods, format and presentation.
- Maintains the district MUNIS system chart of accounts.

DIRECTOR FOR BUDGET AND STAFFING

DUTIES AND RESPONSIBILITIES (CONT.):

- Works in analyses and consultation with Financial Services, Technology, and Physical Support Services to ensure sound business and financial practices.
- Prepares analysis of program costs and methods of financing, including long-range projections of requirements.
- Works with Superintendent Advisory Committee, Board of Education, principals, SBDM Councils, and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses through personal appearances and report distribution.
- In counsel with the Superintendent, coordinates, processes, and controls transfers of budgeted funds as requested by program directors.
- Assists the Director of Financial Services and Director of Physical Support Services in preparation of bond sales.
- Prepares documents as required by Kentucky Department of Education to allocate and report budget and staffing allocation to SBDM councils.
- Ensures that position control is maintained within Board policy and action.
- Attend Superintendent's Advisory Council and Board meetings.
- Maintains regular attendance.
- Performs other duties as assigned

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- BA in business, finance or related field
- Minimum of five (5) years successful experience in public accounting or similar field
- CPA or CMA (preferred)

DIRECTOR FOR BUDGET AND STAFFING

LICENSES AND OTHER REQUIREMENTS:

- N/A

Original Date: _____

Revision Date: 02/2001

Revision Date: 07/2012