

JOB DESCRIPTION

TITLE DIRECTOR OF BUDGET

QUALIFICATIONS

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/ Experience	Bachelor's degree in accounting, business, or related field; three to five years upper level management experience or equivalent combination of education and experience. Strong computer skills required.
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	Certified Public Accountant preferred
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to: stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director of Financial Services

GENERAL RESPONSIBILITIES

1. Coordinates the development, assessment, monitoring and control of the District's annual budget, to include compliance with Chapter 200, Florida Statutes.

SPECIFIC RESPONSIBILITIES

1. Manages the district budget. Coordinates with department heads in the development of the District's budgeting process.
2. Conducts fiscal impact analyses and revenue and expenditure forecasting; coordinates the timely presentation of budget documents.
3. Designs and conducts surveys and designs; develops and performs various statistical and research studies to monitor and control economic processes affecting the budget.
4. Recommends target allocations based on revenue projections and cost estimates.
5. Recommends and coordinates the reallocation of resources based on the District's goals and financial status.
6. Approves budget transfers. Analyzes unbudgeted requests and makes recommendations. Calculates allocations and reallocations to schools.
7. Advises department and divisions of budget problems, policies and procedures and assists in the maintenance of proper budget controls.
8. Reviews monthly reports and assists administration in maintaining accurate and timely reporting.
9. Plans, designs and conducts inservice training for district staff as needed.
10. Assists internal and external audit staff in financial reviews.
11. Responsible for assuring FEMA claims are processed and monitored and acts as liaison for district on FEMA processing.
12. Performs other duties as assigned.