



# ASSISTANT DIRECTOR – BUDGETING, COST ACCOUNTING AND FTE

## SUMMARY/SCOPE/GOAL

To plan, develop, communicate, implement, adjust, and evaluate the annual school district budget.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's degree in accounting, finance, public administration, business administration or related field to include mathematics, statistics, or economics from an accredited institution.
- Minimum of three (3) years of work experience in financial analyses, budgeting, accounting, auditing, or other areas of business management.
- Proficiency with personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite). Evidence of analytical skills as demonstrated by previous work experience.
- Ability to apply advance business and accounting concepts. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to communicate effectively with district, and school site administration in both oral and written form.

#### PREFERRED/DESIRED:

- A thorough knowledge of Florida school finance, as well as a strong background in financial management procedures including computerized systems.
- Governmental Accounting and/or Budget experience.
- Administrative/supervisory experience

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Responsible for the Department's operation in the absence of Director
2. Supports the Director in managing all operations and functions consistent with District priorities and District expected goals.
3. Assists the Director in supervision of all staff.
4. Analyze and monitor Florida Education Finance Program proposed and actual calculations and other state legislative revenue proposals.

## **ASSISTANT DIRECTOR – BUDGETING, COST ACCOUNTING AND FTE**

5. Assists and oversees preparation and presentation of detailed budget briefings/analyses to School Board throughout budget development; monitors House and Senate deliberations and prepares appropriate analyses for emerging issues.
6. Conducts fiscal impact analysis and monthly revenue and expenditure forecasting to ensure proper fiscal vigilance; coordinates the timely presentation of budget documents.
7. Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing BPS in a positive light.
8. Responsible for monthly lapse rate report by employee group: analyzes trends and projects available funding; provides monthly projections to the Director and CFO, and quarterly to the Superintendent.
9. Recommends target allocations and reallocations based on revenue projections and cost estimates.
10. Analyzes unbudgeted requests and makes recommendations.
11. Advises department and divisions of budget problems, policies and procedures and assists in the maintenance of proper budget controls.
12. Plans, designs and oversees training for district and school staff to ensure proper budgetary procedures are known and followed.
13. Maintains accurate and updated fund balance and reports substantial adjustments to Director and CFO.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Assists the Director of Budgeting, Cost Accounting and FTE in the development, analysis and execution of the district budget. Provides advice and technical assistance in the preparation of the annual budget. Examines budget estimates or proposals for completeness, accuracy, and conformance with established procedures, regulations, and organizational objectives. Examines past and current budgets, and researches economic and legislative developments that affect the district's spending. Evaluates proposals in terms of the organization's priorities and financial resources. Assists in the development of guidelines and policies governing the formulation and maintenance of the district budget. Conducts training sessions for district budget procedures and develops professional, timely, transparent, and easy to understand Board presentations.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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### PHYSICAL DEMANDS/WORK ENVIRONMENT

**PHYSICAL REQUIREMENTS:**

**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county occasionally.

### FOR HR USE ONLY:

<b>DIVISION:</b>	Financial Services	<b>DEPARTMENT:</b>	Budgeting, Cost Accounting and FTE
<b>TITLE CODE:</b>	C2217	<b>CONTENT BY:</b>	Cindy Lesinski – Chief Financial Officer
<b>GRADE:</b>	24	<b>COMPENSATION:</b>	Ellie Kelly
<b>UNIT:</b>	NB (Exempt)	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	12/15/2020	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/15/20	Initial Release	Financial Services
1.1	11/1/2021	New Format – update physical requirements and add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*