



DIRECTOR – BUDGETING, COST ACCOUNTING & FTE

SUMMARY/SCOPE/GOAL

To coordinate the development and monitoring of the District's budgets.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field from an accredited educational institution required.
- Minimum of five (5) year's management experience in governmental accounting to include the administration of budgets exceeding \$100 million.
- Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite).
- Experience in the use of main-frame/mid-range computer applications and processing functions (i.e., AS/400).

PREFERRED/DESIRED:

- Master's degree preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida 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. Serve as the chief liaison between the Associate Superintendent – Financial Services, other departments, and schools in budget development and planning.
2. Coordinate the development of the District's budgets including all applicable revenue and expenditure projections.
3. Supervise compilation, analysis, implementation and maintenance of the District's budgets, FTE reports, District Cost Reporting, and Federal Impact Aid Survey.
4. Coordinate the annual FTE projections for submittal to the Department of Education.
5. Review and analyze financial reports and on-line data as necessary to effectively administer the District's budget.
6. Communicate effectively, both written and verbally, with the community, School Board, Superintendent, departments, schools, and employees regarding the District's budget process and procedures.
7. Develop and present, as required, written/oral reports to include appropriate charts, graphs, and diagrams to illustrate financial status and budget information.

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8. Monitor compliance with legal requirements related to the District's budgets to include TRIM legislation.
9. Develop analysis and cost of salary proposals to assist in the collective bargaining process.

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:

Extensive knowledge and experience in governmental business and budget practices. Ability to apply knowledge in problem-solving situations. Demonstrated ability to analyze problems and recommend & implement workable solutions. Knowledge of governmental accounting principles, Florida's FEFP funding system and cost accounting systems. Demonstrated ability to work effectively with principals, teachers, parents, legislators, and the general public. Ability to handle and prioritize multiple tasks. Possess a high degree of mathematical and analytical skills, oral and written communication skills, and interpersonal communication skills. Demonstrated ability to plan and organize effectively and present information in a concise, understandable manner to large groups.

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.

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.

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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 rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Financial Services
TITLE CODE:	D0444	CONTENT BY:	Director, Budgeting, Cost Accounting, & FTE
GRADE:	29	COMPENSATION:	Human Resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	2/25/2014	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	6/3/98	Developed	Director, Budgeting, Cost Acct & FTE
1.1	6/12/2001	Revised	
1.2	11/6/2001	Revised	
1.3	1/19/2014	Revised	
1.4	3/1/2021	New format	Ellie Kelly – Human Resources
1.5	12/6/2021	Update physical requirements to ADA format, 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.