



Job Title: Budget Director
Department: Business
Reports To: Business Administrator
FLSA Status: Exempt
Salary Schedule: AA lane 03

SUMMARY

Applies principles of accounting and budgeting to analyze financial information and prepare financial reports by performing the following duties. Understands and is qualified to apply a working knowledge of the financial and budgetary concepts, issues, and concerns associated with school district management. Works cooperatively with program managers, administration and staff to develop a cohesive, realistic, and responsible budget. Oversees position formulas, authorizations, and requisitions.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Develops, maintains, and ensures position authorizations and formulas for staffing processes, to include the impact of reductions in force, early retirement, transfers, etc.

Reviews new position authorizations and transactions for accuracy and conformity to policy, staffing plan, formulas, and budget guidelines.

Serves in an advisory capacity for WCSD administration and department managers, enabling utilization of appropriate personnel requisition systems, formulas, and providing staffing structure guidance within defined budgets.

Updates database and/or spreadsheets to document and distribute personnel requisitions and to provide information for payroll and other uses.

Coordinates with Human Resources Department to plan and prepare annual staffing calendar. Coordinates individual school staffing meetings to determine enrollment projections and staffing needs for new school year.

Manages the operation of accounting, budgeting, and audits to ensure compliance with state and federal laws and district policies.

Compiles and analyzes financial information to prepare entries to budget accounts, documenting business transactions.

Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings.

Analyzes financial information detailing assets, liabilities, and fund balances, and prepares balance sheet, budgets and other reports to summarize and interpret current and projected District financial position for program managers.

Monitors compliance with generally accepted accounting principles and District procedures.

Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.

Makes recommendations regarding the accounting of reserves, revenues, and expenditures.

Conducts studies and submits recommendations for improving the district's accounting operation.

Collects appropriate data and prepares required federal, state, and local reports and on a timely basis.

Prepares budget based on program needs, transaction data, and past budget trends.

Manages the annual priority review. Considers, evaluates, and makes recommendations regarding program budgets and requests.

Prepares annual program budget material for the WCSD Board and administrators. Reviews operating budgets periodically to analyze trends affecting budgetary needs and recommends any necessary action for program managers and district administration.

Consults with administrators to ensure adjustments are made in accordance with program regulations and guidelines in order to facilitate long-term planning.

Reviews on a timely basis expenditures of departments to ensure compliance with original budgetary projections and limitations.

Collects and maintains records of actual transactions compared with estimated budgetary data.

Prepares comparative analyses of operating programs by analyzing costs in relation to services performed during previous fiscal years and submits reports to district administration with any recommendations for budgetary revisions or action.

Conducts internal audits of all school and district accounts. Ensuring compliance with generally accepted accounting procedures, district policy and state law.

Conducts training with school administrators and finance secretaries to ensure proper understanding of financial policies and procedures.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over the Accountant.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Strong knowledge of Excel spreadsheets, 10 key adding machine, and other software programs used in the development of budget documents.

Ability to apply advanced mathematical concepts that enhance and validate the districts budgetary position. 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. Understands accounting theory and advanced accounting concepts, principals, and procedures promulgated by acknowledged accounting standards organizations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting or finance from four-year college or university with two to three years of experience in governmental accounting and budgetary management; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant Certificate preferred.

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 regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 02/13/2001
Approved By: Executive Director, Human Resources		Date: 03/13/2001
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/10/2013
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, Human Resources	Date: 07/01/2017
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review <input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	