Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Assistant Director Budget**	FLSA Status:	**Exempt**
Job Family:	**Administrative**	Pay Range:	**A/P Schedule, Grade M**
Prepared/Revised Date:	**April 7, 2026**	Job Code:	**34223**

SUMMARY: Under the direction of the Executive Director of Finance, the Assistant Director of Budget assists and advises in implementing strategic direction for District budgeting functions (annual, multi-year, operating, capital, grants, etc.), assists with financial sustainability analysis through scenario planning and financial forecasting while ensuring compliance with state/federal laws and Colorado funding constraints (e.g., TABOR, mill levy), coordinates continuous improvement initiatives, supports data transparency efforts, and assists with stakeholder communication, including public-facing dashboards.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist and advise in the development, monitoring, and reporting of annual and multi-year budgets for all District funds. Support advanced scenario modeling, forecasting, and sustainability analysis to align budgets with strategic and capital plans. Prepare draft financial recommendations and budget adoption materials for review by the Executive Director of Finance and/or CFO.
2. Assist with and support budget planning and monitoring for various programs including programs that are self-sustaining through multiple funding sources, such as Early Childhood Education, Child Nutrition, and Employee Self-Insurance.
3. Serve as a functional subject matter expert for budget forecasting and allocation tools, ensuring functionality, optimization, and alignment with best practices.
4. Prepare and assist in the delivery of financial presentations to Cabinet, the Board of Education, community groups, and oversight agencies. Participate in the development and maintenance of internal and public-facing dashboards and financial reports to communicate budget status and trends.
5. Collaborate with Finance department administrators to promote consistency, alignment, and effective coordination across the Finance Department. Supervise, mentor, and evaluate assigned budget and school support staff.

6. Stay current on federal, state, and local funding mechanisms and incorporate legislative changes (TABOR, TABOR reserve). Assist in the development of financial guidelines and procedures and ensure compliance with Colorado regulations, GAAP/GASB, and District policies. Recommend and participate in initiatives to streamline budgeting processes, enhance efficiency, and implement best practices. Support audit readiness and help maintain strong internal controls across all budgetary and site-based financial areas.
7. Collaborate with the Financial Reporting team to monitor District cash flow and determine short-term borrowing needs.
8. Provide analytical support and financial recommendations to school leaders, department heads, and other vested partners.
9. Serve as financial liaison to charter schools for budgeting, reporting, year-end close, and audit requirements.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in finance, accounting, business administration, public administration, or related field
- Master's degree in finance, accounting, business administration, public administration preferred
- Three years of experience in accounting, financial analysis, finance, or relevant budget experience required
- Experience in public or preK-12 education finance environment preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- CPA, CGFM, CPFO, SFO preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- In-depth knowledge of governmental accounting (GASB), TABOR, and mill levies
- Expertise in budget forecasting, capital planning, and grants oversight
- Experience building public financial dashboards and data visualization tools
- Proficient in ERP systems, forecasting software, Power BI/Tableau
- Strong leadership, communication, and presentation skills
- Analytical mindset with ability to manage complex financial systems
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Knowledge of financial management and analysis, administrative practices, operating policies and procedures regarding K-12 funding
- Ability to maintain honesty and integrity in all aspects of the job

- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director of Finance	
Direct reports:	Senior Accountant	2
	Finance Specialist	3

- Supports executive leadership, the Board of Education, school communities, and charter schools
- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	