



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Budget Director**
Job Family: **Administrative**
Prepared/Revised Date: **March 1, 2017**

FLSA Status: **Exempt**
Pay Range: **J**
Job Code: **10312**

SUMMARY: Responsible for managing the budgeting functions within the district to include financial planning and forecasting, departmental and school budgets and others funds. Perform various advanced level analysis duties that are complex in nature and requires substantial interaction with school-based and administrative personnel. Conduct research, selection and compilation of financial data from multiple sources and provides subsequent analysis of the data to produce financial reports and recommendations. Perform budget development, monitoring, management and reporting responsibilities at the District level.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Coordinate, prepare, and monitor the district's annual budget. Advise departments and schools on budget processes and requirements. Analyze reports and meet with departments and school personnel to discuss concerns and/or answer questions. Advise district stakeholders about budget-related training, general information, financial presentations and other budgetary matters.
2. Attend work and arrive in a timely manner.
3. Provide financial analysis for district decision makers. Conduct research, selection and compilation of financial data from multiple sources and provide interpretation, analysis and formal budget recommendations to the Executive Director of Finance and the Superintendent. Prepare financial information and reports including charts, graphs, and written presentation materials. Provide consultation to district administrators on findings and makes suggestions for improvements or changes.
4. Monitor budget activity throughout the year. Conduct various analysis of budgeted versus actual expenditures and promote alignment of budget to actual activities. Provide high level financial analysis and comparisons including trends and multi-year projections.
5. Prepare the annual budget adoption. Ensure compliance with all applicable district, state and federal rules and regulations concerning the district's financial operation. Maintain knowledge of current and developing school finance laws, district policies, Colorado Department of Education (CDE) requirements and best budget practices. Serve on various ad hoc committees as needed.
6. Monitor employee staffing control functions and employee compensation projections for annual operating budget and annual negotiations process.
7. Develop budget forms and documents, budget development timetables, and budget request reviews.
8. Assist the accounting staff in the preparation of the district's Comprehensive Annual Financial Report (CAFR).
9. 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
- More than five years of experience in accounting, financial analysis, finance, or relevant budget experience required
- Experience in public or K-12 education finance environment preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICALSKILLS,KNOWLEDGE&ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Advanced math, accounting, and financial analysis skills
- Personal computer and keyboarding skills
- Customer service skills
- Critical thinking and problem solving skills
- 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, Superintendent policies 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

MATERIALSANDEQUIPMENTOPERATINGKNOWLEDGE:

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

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

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