

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR – BUDGET FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under general supervision, performs fiscal research and analytical work to prepare and administer the GCS budget. Work involves examining departments' individual budget requests and expenditures to determine availability of funds, making recommendations to the Board of Education, and implementing budget changes and amendments as approved by the Board. Employee is also responsible for preparing the annual budget, and for performing studies requiring the compilation and analysis of various financial and other data. Work also involves the performance of designated functions, and participating in auditing and maintaining general accounts. Employee is responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors. Employee is required to act tactfully and courteously in frequent contact with Principals, vendors, and organizational management. This position will supervise the Program Administrator II – Position Control and the Program Administrator I – Budget. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Oversees the receipt and analysis of annual budget requests from school system departments, and prepares budget proposal for submission to the County Commissioners; prepares final budget document after approval by the School Board, amends budget as directed by Commissioners or Board, and assists department heads in adjusting fiscal planning accordingly; calculates and reports budget allocations to supervisor, Principals and department heads, as directed.

Manages position control within the district to ensure all positions are appropriately budgeted.

Monitors departments' expenditures, ensuring compliance with established policies and procedures, and adherence to budget limitations; reviews availability of funds for requested purchases, and evaluates requests for interdepartmental fund transfers and budget amendments, preparing reports for departments detailing impact on budget and recommendations.

Assists and advises department heads and Principals on general fiscal and budgetary matters throughout year, as requested; assists finance with journal entries to the accounting system; establishes new account codes; prepares budget presentations.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING

Reviews and approves budget codes for all online Extended Employment Agreements and Requests for New/Change Position.

Works with outside auditors in completion of annual audit, compiling data as requested.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of budgeting, accounting and auditing; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

Utilizes expertise in financial and budgetary areas to conduct analytical studies of various topics pertaining to school system revenues and expenditures, in accordance with outlined goals and objectives; prepares and presents oral or written reports on findings and recommendations for improvements, as appropriate.

Evaluates work procedures to ensure greatest level of productivity in areas of responsibility.

Compiles various financial data and records for use in preparation of reports and records as required for submission to local, state and/or federal oversight agencies.

Performs periodic analysis of allotments of state and federal funds. Makes any refunds and adjustments necessary to insure proper expenditure of allotments.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in accounting, business administration, public administration, finance, or a closely related field and 5 to 7 years of experience in governmental finance and/or budget analysis work, with some supervisory experience preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Possession of valid North Carolina's driver's license.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read correspondence, reports, forms, budgets, etc. Requires the ability to prepare reports, correspondence, budgets, statistics, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able communicate effectively and efficiently in standard English and accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize percentages and decimals; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the budget development process.

Considerable knowledge of state, local and school system fiscal regulations, policies and procedures.

Considerable knowledge of established policies and procedures regarding budget expenditures.

Considerable knowledge of the principles of organization, supervision, and administration.

Considerable knowledge of bookkeeping and auditing practices and procedures.

Considerable knowledge of the application of established bookkeeping and accounting principles and techniques to governmental accounting transactions.

General knowledge of journal entry processing.

Ability to review and evaluate budget requests.

Ability to prepare system-wide budgets.

Ability to monitor budget expenditures.

Ability to conduct analytical studies.

Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to evaluate methods and procedures used in areas of responsibility.

PROGRAM ADMINISTRATOR II – BUDGET/ACCOUNTING

Ability to organize and effectively process and maintain financial records and files, and prepare reports from them.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job 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 to this job.