



Revision Date: _____

Department Head: _____

HR Signature: _____

Position: Budget Director

Reports To: Treasurer

Salary Schedule / Grade: Refer to District Administrative Salary Scale

F.L.S.A Status: Exempt

SUMMARY

The Budget Director is an integral and collaborative member of the Treasury team who manages and oversees the development, monitoring and management of the school district's general operating budget, including all non state/federal funds . The Director's responsibilities include establishing partnerships between Treasury and instructional leaders to develop principles and policies that guide the budget process based on District priorities, the strategic plan, and the Board approved annual budget parameters. The incumbent provides necessary reporting and analysis to assist Senior Leaders in making sound financial business decisions that are sustainable and aligned with the strategic plan. The Director is a support lead for the Treasury Department who provides effective reporting mechanisms and communication strategies that engage, inform and educate the public on budget strategies. The Director must successfully manage the Budget Services team to implement and execute daily strategy while integrating leadership skills driven by DPS core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Incumbent performs a majority of the following duties)

The Dayton Way

- Support and maintain the District's core principles in the areas of professionalism, culture, and customer service. Demonstrate courage, compassion, patience and a passion for efficient financial operations.
- Develop and maintain effective working relationships with Treasurer, Treasury Staff, Superintendent and Associate Superintendents, other departments and external stakeholders.
- Create and implement training to central office and building administrators on treasurer office and district policies.
- Collaborate with the Associate Director of Budget to create analysis and reports for presentation to various audiences.

Specific Duties

- Manages execution of the District's system of budget administration, control, reporting and budget preparation; oversees the development, communication and maintenance of the district's budget development calendar and development of budgetary policies, procedures and programs.
- Develops financial decision making analysis/tools/forecasts to support strategic plans, working capital management and cost reduction initiatives, to align resources with district strategies.
- Analyzes the district's financial position including root causes of gap between goal and current state and develops recommendations for the Treasurer for immediate and long range financial management practices.

- Maintains important and relative analysis of District financial position in relation to local, state, and national legislative changes. Reviews appropriate legislation to ensure the District's compliance with laws and procedures related to fiscal processes and makes recommendations on changes for more efficient operations. Performs complex analysis to calculate impact to the District on new and changing legislation.
- Analyze and oversee analysis of local bond reviews and develops financial forecasts and estimates future outcomes; develops and coordinates funding recommendations, justifications, and alternatives for funding of District general operating programs to meet current and evolving needs.
- Leads in the oversight, preparation, administration and control of District budgets including general and non state/federal funds; provides internal guidance to district leaders to maintain budgetary controls; reviews internal audit documents and findings to ensure budget controls are implemented in accordance with fiscal best practices, District policies and procedures and local, state and federal laws.
- Directs the preparation of recurring budget variance analysis, statistical and narrative reports and is responsible for providing these reports to budget center managers, district leaders, and to the Treasurer.
- Directs and monitors staff in the examination of budget expenditure requests and allocation requests on the full scope budget issues for completeness, accuracy, and conformance with procedures, regulations, and policies; evaluates and approves recommendations regarding needs and priorities of assigned budgets to determine where funds may be reduced and where additional funds may need to be requested; examines alternatives available to continue funding programs.
- Develops performance objectives and targets for department and individual staff members. Trains and evaluates employees to enhance their performance, development and work product.
- Establishes and maintains relationships/membership with local, state and federal agencies and associations to remain current on programs and issues that affect the district's budgetary system.
- Collaborates with HR in managing position management functions to include the tracking, reporting and analysis of all district fulltime and hourly positions.
- Organizes and oversees the work of professional, technical and support staff performing budget data and policy analysis and related activities; ensuring staff members understand and implement the standard processes and practices of Budget Services.
- Provides leadership, guidance, and thought partnerships to the Treasurer and staff members in the resolution of issues and the development of standard processes and practices for the Budget Services department. Addresses performance issues and makes recommendations for personnel actions.
- Participates in development of the annual budget; ensures that budget documents are submitted for public hearings, Board adoption and forwarded to appropriate agencies in accordance with local, state and federal laws.
- Participate in monthly Board Financial Committee meetings and contribute to Financial agenda items discussed during the monthly Board of Education meetings.
- Performs other appropriate duties assigned by Treasurer.

CORE BEHAVIORS & COMPETENCIES

Core Values

- **D – Dependability** = attendance, response time, completion
- **I – Integrity** = honesty, being loyal to the absent, ethical decision-making
- **C – Collaboration** = seeking out teamwork, building bridges
- **C – Compassion** = showing concern, seeking to understand, being kind
- **E – Excellence** = being professional, achieving goals, stretching ourselves

Job-specific

- **Coping with Stress** = think critically and solve problems in difficult situations; capable of handling interruptions effectively
- **Attention to Detail** = able to achieve thoroughness and accuracy when accomplishing tasks
- **Presentation Skills** = creatively share information verbally and in writing to build interest and engage student learners; organize and present information in meaningful, easy-to-understand ways
- **Adaptability and Flexibility** = willingness to change methods and approaches as appropriate

QUALIFICATIONS

Requirements

- Must be a U.S. citizen or have the legal right to work in the U.S
- Valid Driver's License.

Verifications.

- Must have a Bachelor's Degree or above in Accounting, Finance, Public Administration, Business Administration or related field (preferred).
- A minimum of 5 years or more of public school budget experience; three (3) years of satisfactory performance in the supervision of budget/accounting.

Knowledge & Experience

- Expert skills in ERP systems
- Expert skills in Microsoft Office Suite, especially Excel.
- Strong interpersonal skills for interacting with peers, C-level Executives, Board Members, parents and public at-large.
- Expert analytical and problem solving skills.
- Excellent planning and organizational skills to balance and prioritize work.
- Strong leadership skills to manage a large team.
- Working knowledge of federal, state and local laws, regulations and guidelines related to the position.
- Excellent usage of principles and practices of sound business communication, correct English usage, grammar, spelling, punctuation and vocabulary.

- Must be a self-starter with ability to own complex and challenging processes with minimum guidance and oversight.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to prepare clear, concise and accurate correspondence, reports and other written materials.
- Ability to organize, set priorities and exercise sound independent judgment within areas of responsibility.
- Maintain complex and confidential records and files.
- Knowledge and understanding of Generally Accepted Accounting Principles.

PHYSICAL ATTRIBUTES/DEMANDS

- Able to sit and stand for extended periods of time.
- Exhibits manual dexterity to enter data into a computer.
- Able to see and read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels, outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly.

WORK ENVIRONMENT

- Duties are normally performed in an office environment.