

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Budget Director

Reports to: Chief Financial Officer

POSITION SUMMARY

Provide sound budgetary management that ensures the District of long-term fiscal stability.

ESSENTIAL DUTIES & RESPONSIBILITIES

- M 25% Develop short and long term financial plans, and accompanying budget policies and procedures that align with the District strategic plan to ensure financial stability. Maintain budget controls throughout each fiscal year.
- W 20% Collaborate with District administrators and community stakeholders to develop & prepare the annual budget of the District. Provide budget development training and support to schools and departments.
- M 20% Establish and maintain effective working relationships with governmental agencies, municipalities, community groups, and other District stakeholders on budget matters, including submission of mandated state and district reports.
- D 10% Directs human resources activities for Budget staff: hires/mentors/disciplines/terminates; ensures professional development and conducts evaluations.
- M 10% Coordinate preparation of the annual calendar and process for developing the District budget.
- A 5% Establish and analyze departmental benchmarks against national, state, and comparable school districts.
- A 5% Assists with budget election planning.
- 5% Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Business Administration, Accounting, or Financial Management. MBA or CPA preferred.

MINIMUM EXPERIENCE

Five years experience developing large budgets with K-12 School District or governmental agency.

SKILL REQUIREMENTS

Knowledge of Integrated Financial Management Software Systems.
Working knowledge of Microsoft Office; advanced Microsoft Excel skills
Working knowledge of school finance, funding, and legal requirements.
Advanced oral and written communication and interpersonal skills.
Supervisory skills
Attention to detail, problem solving, organizational, & analytical skills

GENERAL EXPECTATIONS

Is flexible.
Has the ability to work cooperatively with supervisors and co-workers.
Has the ability to understand and follow complex oral and written instructions.
Has the ability to perform responsibilities without the necessity of close supervision.
Has the ability to effectively communicate with the school district community as well as the public at large.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

◆ Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting of 10 - 20 pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES: Direct supervision of up 8 Professional/Classified staff members

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.