

**Job Title:** DIRECTOR, BUDGET  
**Reports to:** Chief Financial Officer  
**Dept./School:** SPC – Administration Building  
**Wage/Hour Status:** Exempt  
**Date Revised:** February 18, 2019

### **Primary Purpose**

Direct the administration and planning of the District's annual budget to provide the best educational service with the financial resources available. Oversee the operation of Payroll affairs of the district.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's Degree in Business, required  
Master's Degree in Business, preferred  
Minimum 18 hours in Accounting  
TASBO Certification, preferred

### **Special Knowledge/Skills**

Knowledge of the Texas Financial Accountability Resource Guide.  
Knowledge of school district finance (budget, accounting, and payroll).  
Able to interface with all levels of personnel.  
Able to manage multiple tasks successfully in accordance with established timelines without supervision.  
Strong analytical, organizational and computer skills.  
Proficient in Microsoft Office.

### **Experience**

Minimum five years financial accounting experience, preferably in a public education environment.  
Experience working with computer software applications, including Skyward.

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Prepare the District's annual budget by compiling budget projections for immediate and long-range resources and appropriations and ensure PEIMS submission of budget data. Ensure that budget operations support the District's goals and policy.
2. Oversee budget compliance to applicable laws and regulations including Texas Education Agency's Financial Accountability System Resource Guide and allowable expenditures under federal and/or state guidelines.
3. Prepare and balance monthly financial budget statements for administration and the Board of Trustees.
4. Monitor and analyze District and campus/department budgets by comparing budgeted amounts with actual activity to approve budget transfers. Review and process cash receipt summaries.
5. Analyze financial trends to ensure proper fiscal management practices and ensure budget expenditures do not exceed functional categories.
6. Train District staff and site managers in budget preparation, implementation and control by conducting training sessions and one-on-one site assistance.
7. Maintain the Budget department webpage, budget manual and the District department/campus budget files.
8. Recommend and implement data processing programs and modifications for the budget process.

**Payroll**

- 9. Direct the processing, printing of check-stubs, and preparation of the ACH File for Payroll; and process and print checks for Accounts Payable.
- 10. Process internal departmental billings for reimbursement.
- 11. Oversee the submission of all Payroll reports.

**Supervisory Responsibilities**

- 12. Implement the policies established by federal and state law, and local board policies.
- 13. Attend training sessions/conferences to enhance professional skills and knowledge.
- 14. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- 15. Evaluate job performance of employees to ensure effectiveness regarding their professional growth; work jointly with them to develop and accomplish improvement goals.
- 16. Prepare and administer department budget. Monitor and authorize expenditures in accordance with established guidelines.
- 17. Supervise and evaluate the performance of Payroll Supervisor, Budget and Payroll Clerks, and Budget Clerk Assistant.

**Other**

- 18. Maintain confidentiality of information.
- 19. Perform all other task and duties as assigned.

**EQUIPMENT USED**

Personal computer, printer, calculator, fax machine, and copier.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress.  
 Occasional district and statewide travel.  
 Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_