

Stafford County Public Schools

Job Description



Job Title: Assistant Director of Budgets
Location: Financial Services
Pay Grade: A05
Work Calendar: All 12 Month Employee
FLSA Status: Exempt

GENERAL PURPOSE

Under the supervision of the Executive Director of Finance and Budget, this position directs and coordinates activities for the formulation, monitoring, and presentation of budgets for controlling funds to implement the program objectives of Stafford County Public Schools.

MAIN JOB TASKS AND RESPONSIBILITIES

Create School Division Budgets

- Directs and coordinates activities for the formulation, monitoring, and presentation of all School Division budgets.
- Compiles data-driven-statistical studies and analysis of past and current years to prepare budgets and to justify funds requested.
- Reconciles appropriations for revenue funding to division expenditures.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Reviews and consults with schools and departments on school/department site budget development.
- Designs and supervises the compilation of budget information suitable for administrative and public use/distribution.

Maintenance of Budgets Upon Approval

- Compiles and/or supervises the compilation of school-site and school athletic budgets.
- Prepares and/or supervises the preparation of budget documents for distribution to the School Board.
- Reviews, analyzes and presents information on proposed state and federal legislation impacting revenues and expenditures.
- Assists in preparation and review of budget policies, regulations, and procedures.
- Designs, compiles and presents the budgets through multimedia presentation, flyers, booklets, etc.
- Prepares related reports, i.e., per pupil expenditures, average teacher salary, required local effort, etc.
- Oversees budget personnel, as directed.

Support and demonstrate core values of SCPS and the Financial Services Department

- Engages in ongoing professional development relevant to position.
- Responds promptly and thoroughly to written and oral requests for information.
- Maintains a clean, neat appearance, appropriate to position.
- Maintains a record of appropriate attendance and punctuality.
- Serves as a role model for students, colleagues, and the general public.
- Works in close harmony with colleagues, supervisors, and co-workers.
- Complies with all District and School policies and regulations, including but not limited to guidelines for confidentiality.
- Performs other related duties as required/assigned.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university, in Accounting, Budgeting, Business Administration or related field.
- Five (5) years of work related experience in the budgetary field.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge
 - Governmental budgetary field's concepts, practices, and procedures.
 - Proficiency in the use of governmental budgetary concepts, practices and procedures to accomplish budgetary tasks.
 - All functions in an accounting/finance environment.
 - Statistical analysis, research techniques, and survey techniques.
- Skills
 - Proficient in the use of computers and computer applications to accomplish budgetary/accounting tasks
- Abilities
 - Apply other accounting concepts, principles, and procedures.
 - Use experience and judgment to plan and accomplish goals.
 - Perform a variety of complicated budgetary/accounting tasks.
 - Lead and direct the work of others.
 - Work cooperatively in a team environment to meet goals
 - Organize and perform work independently
 - Meet deadlines for all work even when working on multiple projects
 - Show sustained effort and enthusiasm in quality and quantity of work

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work environment is primarily inside, with moderate noise, temperatures that are controlled, and no exposure to chemicals or other negative air quality elements.
- The work is light work, requiring exertion of up to 20 pounds of force to move or lift objects.
- The following physical and mental abilities are representative of those expected to complete the essential functions of the job: standing for prolonged periods; sitting for prolonged periods; moving the hands, wrists, or fingers repetitively; feeling, grasping, or holding objections by hand; identifying colors visually; identifying objects in low light or distant conditions; communicating via spoken language; communicating via written language; perceiving sounds; making decisions using logic and rational thinking.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations shall be made, as required by law, to enable individuals with disabilities to perform the primary job functions herein described.

Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties, just as though they were actually written out in this job description.