

TITLE: Assistant Director, Budget

- QUALIFICATIONS:**
1. Bachelor's Degree with a major in Accounting or Business Administration.
 2. Minimum five years supervisory experience in the accounting, business field and/or school environment.
 3. Demonstrated oral and written communication skills
 4. Experience with industry-standard computer applications.
 5. Demonstrated evidence of strong conceptual, analytical, organizational and managerial skills as well as leadership ability.
 6. Demonstrated skills in continuous improvement processes such as Quality, Best Practices and Interest-Based Problem Solving.
 7. Demonstrated ability to work with diverse groups.
 8. Demonstrated ability to recruit, select, manage and evaluate personnel.
 9. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Designated Supervisor

JOB GOAL: To provide support in the development, dissemination and management of an annual budget that supports the goals of the District.

ESSENTIAL FUNCTIONS:

1. Assists in the preparation of the annual school board budget.
2. Ensures that all budget transactions are handled in an efficient and accurate manner and are in accordance with the regulations and policies of the School Board.
3. Assumes responsibility for the proper processing of all budget amendments and purchase orders on the computerized budget file.
4. Supervises the preparation of all state budget amendments for consideration and approval by the School Board.
5. Provides assistance and training to school principals and staff on budget related matters.
6. Organizes and trains support and administrative staff in budget policies, practices and procedures.
7. Assumes responsibility and authority for the budget department during any absence of the Executive Director.
8. Participates on a variety of committees and teams as required to represent the budget department.
9. Ensures adherence to good safety practices and procedures.

OTHER RESPONSIBILITIES:

1. Ensures all budget transactions are handled in an efficient and accurate manner in accordance with federal/state and local regulations, contract agreements and policies of the Board.
2. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

PHYSICAL REQUIREMENTS:

1. Position requires light work exerting up to 20 pounds of force occasionally, and/or 10 pounds of force constantly to move objects.
2. Position requires the ability to sit and view VDT screens or other monitoring devices for prolonged periods of time.

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.

Adopted:	4-19-77 (Supervisor, Fiscal Control)
Revised and Reclassified:	11-21-78 (Supervisor, Budget/Fiscal Control)
Reclassified:	12-19-78 (Assistant Director for Budget/Fiscal Control)
Reclassified:	5-6-80
Revised:	10-25-05
Revised:	09-08-09