

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/16	<u>DIRECTOR, BUDGET AND FINANCIAL SERVICES</u>	3.6.1
Effective Date	Job Title	Index

1. **Primary Function:** Plans, directs, and supervises budget and financial services and related functions for the District, including budget development and management, accounting and financial reporting, payroll and PERS coordination, procurement and contracting, investments and debt service management, and coordination with the Oregon Departments of Education and Revenue.

2. **Responsibilities:**
 - 2.01 Under the guidance and direction of the Chief Operating Officer, plans and supervises the development of District-wide operating and capital budgets.
 - 2.02 Monitors and reports all pertinent information associated with revenue, and expenditures; cash flow analysis; authorizes and executes transactions involving investments and borrowing.
 - 2.03 Ensures a system of timely, efficient, effective and accurate financial reporting in accordance with applicable federal, state and local laws/statutes/ordnances/District policies and Board Executive Limitations by directing the preparation of quarterly financial reports the Comprehensive Annual Financial Report (CAFR) and all other required reports and documents.
 - 2.04 Ensures a system of timely, efficient and effective procurement and contracting services in support of District operations and in accordance with applicable federal, state and local laws/statues/ordnances/District policies and Board Executive Limitations.
 - 2.05 Establishes and maintains a culture of exceptional customer service in alignment with the business and support services E³ model.
 - 2.06 Leads in developing and establishing policies and procedures for the District in all areas of responsibilities. Promotes continuous process improvement through the use of the District quality assurance program.
 - 2.07 Oversees and coordinates the development of department policy and budgets within areas of responsibility. Controls expenditures within approved budgets; prepares and controls budget plan for use of federal or special grant funds.
 - 2.08 Provides guidance and leadership to directors, principals, managers and supervisors, department coordinators and staff in assigned areas of responsibility, and consults and coordinates with other departments to ensure effective fiscal management.
 - 2.09 Promotes the establishment and maintenance of a strong partnership between educational programs and business services.
 - 2.10 Serves as liaison with local and federal governmental units.
 - 2.11 Prepares and presents necessary financial plans and reports to the Chief Operations Officer.
 - 2.12 Evaluates program effectiveness and appraises staff performance as appropriate.
 - 2.13 Interviews, selects, recommends hiring and termination of assigned employees.
 - 2.14 Performs other duties as assigned.

3. **Major Planning Requirements:**
 - 3.01 Directs preparation of long- and short-range work plans for assigned areas of responsibility.
 - 3.02 Directs development of annual budgets District-wide and department short- and long-range financial planning activities.
 - 3.03 Produces the budget document and all associated information.

3.04 Produces the CAFR and quarterly financial reports.

4. Key Relationships:

- 4.01 Chief Operations Officer: Reports to this position.
- 4.02 Directors; District Administrators; Supervisors and Building Principals: Provides financial and budget information; advises and consults regarding all fiscal activities.
- 4.03 Accountant; Budget Analyst and other assigned budget and clerical staff: Supervises these positions.
- 4.04 State and Local Governmental Agencies, Professional Associations, Community Organizations and Groups: Informational presentations related to budget and financial services.
- 4.05 Community Groups and Organizations: Provides public information and may become involved as a District representative in community activities.
- 4.06 District School Board and Budget Committee: Working through the Chief Operations Officer, responds to inquiries and provides fiscal data as requested.

Minimum Qualifications

- Master's degree in Business Administration, or equivalent experience and training, with emphasis on accounting and finance.
- Five years of executive/managerial experience with acquired skills in planning, organizing and controlling budget and fiscal services preferably in school district, college or related governmental environment of significant size and scope.
- CPA preferred.

Work Environment

Climate controlled office setting and exposure to moderate noise intensity levels.

Physical Requirements

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period and/or to frequently move from sitting position to standing, walking, stooping and kneeling. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Evaluation:

Performance of this position will be evaluated according to the District's process for the evaluation of supervisory personnel.

I am willing and able to perform the duties of this position as described in this job description:

Signature: _____

Date _____

Print Name: _____