

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Director, Financial Planning & Analysis	<b>JOB CODE:</b> 465B
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/ Supervisory Support
<b>DEPARTMENT:</b> Financial Planning & Analysis	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director, Financial Planning & Analysis	<b>PAY GRADE:</b> Rank C (NK03)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Directs the District's Local School Budget operations and staff; assists in the planning and development of the fiscal budget; leads the local school budget development and allocation process.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's Degree in Business Administration, Finance or Accounting or related field required; Master's degree preferred
2.	Certification/License Required: None
3.	Experience: 5 years of progressively responsible experience in accounting or budgeting; Supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; planning; working knowledge of computers and software; leadership

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Manages and supervises Budget Coordinators and Budget Analyst positions; responsible for completing staff annual evaluation.
3.	Develops, implements and monitors local school budget guidelines and allocation processes. Trains Principals and bookkeepers on county funds.
4.	Assists in the preparation of the advertisement of the Tentative Budget: Annual Budget Popular Report, advertisement in the newspaper, and State mandated hearings.
5.	Reviews Board Agenda items to coordinate and control the adjustments of budgeted funds.
6.	Assists in the development of the district's continuation budget, including budget guidelines and the annual budget calendar.
7.	Coordinates development of Other Funds budgets as presented to the Superintendent and Board.
8.	Provides budget administrators, Principals and management with technical advice concerning budget.
9.	Supports Director of Financial Planning and Analysis in forecasting and controlling of District's Budgeted revenues.
10.	Compiles, analyzes and prepares fiscal research data for use in reports, publications, charts, graphs, presentations and meetings.
11.	Serves as back up for Position Control Manager in overseeing the district's position control process, including the development of school personnel allotment sheets and formulas.
12.	Attends professional conferences, meetings, trainings and seminars to keep abreast of financial practices.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_