



BREVARD PUBLIC SCHOOLS

JOB DESCRIPTION

Director – Budgeting, Cost Accounting & FTE

QUALIFICATIONS

1. Bachelor's degree in Accounting, Finance, Business Administration or related field from an accredited educational institution required; Master's degree preferred.
2. Minimum of five (5) years management experience in governmental accounting to include the administration of budgets exceeding \$100 million.
3. Experience in the use of personal computer applications to include spreadsheets and word processing programs (Microsoft Office suite).
4. Experience in the use of main-frame/mid-range computer applications and processing functions (i.e. AS/400).
5. Valid Florida Driver License.

Job Goal

To coordinate the development and monitoring of the District's budgets.

KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge and experience in governmental business and budget practices. Ability to apply knowledge in problem-solving situations. Demonstrated ability to analyze problems and recommend & implement workable solutions. Knowledge of governmental accounting principles, Florida's FEFP funding system and cost accounting systems. Demonstrated ability to work effectively with principals, teachers, parents, legislators, and the general public. Ability to handle and prioritize multiple tasks. Possess a high degree of mathematical and analytical skills, oral and written communication skills, and interpersonal communication skills. Demonstrated ability to plan and organize effectively and present information in a concise, understandable manner to large groups.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Serve as the chief liaison between the Associate Superintendent – Financial Services, other departments, and schools in budget development and planning.
2. Coordinate the development of the District's budgets including all applicable revenue and expenditure projections.
3. Supervise compilation, analysis, implementation and maintenance of the District's budgets, FTE reports, District Cost Reporting, and Federal Impact Aid Survey.
4. Coordinate the annual FTE projections for submittal to the Department of Education.
5. Review and analyze financial reports and on-line data as necessary to effectively administer the District's budgets.
6. Communicate effectively, both written and verbally, with the community, School Board, Superintendent, departments, schools, and employees regarding the District's budget process and procedures.
7. Develop and present, as required, written/oral reports to include appropriate charts, graphs, and diagrams to illustrate financial status and budget information.
8. Monitor compliance with legal requirements related to the District's budgets to include TRIM legislation.
9. Develop analysis and cost of salary proposals to assist in the collective bargaining process.
10. Perform other incidental tasks or services consistent with the job goal of this position.
11. Provide outstanding customer service and use positive interpersonal communications skills.
12. Make all decisions and perform all tasks in accordance with Brevard Public Schools' Organizational Values.
13. Ensure compliance with Board rules and applicable federal laws and regulations.

PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Terms of Employment

COMPENSATION & POSITION DETAILS

SALARY SCHEDULE:	<u>Non-Bargaining</u>	DATE DEVELOPED:	<u>6/3/98</u>
PAY GRADE:	<u>29</u>	DATES REVISED:	<u>6/12/01; 11/6/01; 1/9/14</u>
PAY CODE:	<u></u>	DATES BOARD APPROVED:	<u>6/9/98; 6/12/01</u>
PAY TYPE:	<u>D</u>	EEO-5:	<u></u>
PAY DAYS:	<u>12 Month</u>	FUNCTION:	<u>Financial Services</u>
FLSA STATUS:	<u>Exempt</u>	Classification:	<u></u>
ADA CODE:	<u></u>	DOE Survey Code:	<u></u>

Draft Developed By: Director, Budgeting, Cost Accounting & FTE

FOR HR USE ONLY:

Labor Relations Services: Joy Salamone

Compensation Services: Rick Morton

Classification Approved By: Debra Pace