

**DeKalb County School District
Position Specification**

Title: Director, Budget

DIVISION: Finance	GRADE: 132
DEPARTMENT: Budgets	WORK DAYS: 246
REPORTS TO: Chief Financial Officer	FLSA STATUS: Exempt
RETIREMENT: Teachers Retirement System	APPROVED (HCM): June 2024

General Statement of Job

Under limited supervision, prepares, consolidates, distributes and monitors annual budget for the DeKalb County School District (DCSD); provides analysis and interpretation of operating reports as basis for management planning and operation; controls compliance with state and local requirements; ensures integrity in accounting principles and processes and maintains responsibility for supervising Position Control and Capital Asset Accounting.

Specific Duties and Responsibilities

Essential Functions:

Incumbent will be responsible for maintenance of the District's policies, procedures and practices for payroll processing, time and attendance processing, deduction processing including but not limited to federal, state and local taxes, health and other optional flexible benefits, 403b, TRS, ERS, PSERS and other retirement contributions and W-2, state and federal quarterly reports, and other required reporting.

<ul style="list-style-type: none">Assists the CFO in the preparation of the Annual Budget for review and approval by the Board of Education; prepares the Annual State Financial and Budget Report (DE046) for the Georgia Department of Education; prepares the Annual Salary and Travel Report (CS-1) for the Georgia Department of Audits and Accounts.
<ul style="list-style-type: none">Provides financial data and reports in consultation with Chief Financial Officer and/or Superintendent.
<ul style="list-style-type: none">Develops and maintains DCSS and state budgets, financial data, and relevant reports; prepares and analyzes reports for Budget data; maintains the chart of accounts by adding and changing charge codes and projects.
<ul style="list-style-type: none">Supervises and evaluates work of budget department staff, including the Assistant Director of Capital Asset Accounting.
<ul style="list-style-type: none">Performs all budget adjustments within the guidelines set forth by the DeKalb County Board of Education.
<ul style="list-style-type: none">Guides, assists and trains Budget Unit Managers during the Annual Budget Development process on budget preparation; assists Budget Unit Managers, Principals and Bookkeepers concerning their individual budgets.
<ul style="list-style-type: none">Establishes and maintains budgets for all projects.
<ul style="list-style-type: none">Evaluates and monitors position control data processes.

- Performs other duties as assigned.

Education and/or Experience:

- Master's Degree in Accounting, Finance, Business Administration or closely related area is required.
- Minimum of five (5) years supervisory/managerial level budget development and implementation or closely related experience is required.

Preferred Qualifications:

- Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership.

Certificates, Licenses, Permits

Certified Public Accountant (CPA) preferred.

Knowledge, Skills & Abilities:

Knowledge of general laws and administrative policies governing state and local finance practices and procedures; financial analysis; budgetary preparation and management; generally accepted accounting procedures and principles; banking procedures; cash management; expenditure and disbursement; economic trends and current economic conditions; fixed asset depreciation; generally accepted accounting principles; local, state and federal regulations pertinent to K-12 education; budget planning and fiscal management; DCSS Board governance; position control policy and procedures.

Skill in effective oral, written, and interpersonal communication; preparation of periodic and annual reports for not-for-profit entities; quantitative financial analysis; analytical thinking and reporting; business acumen; and articulation of analytical financial information to diverse publics.

Ability to maintain confidential information; perform all accounting functions; use automated and manual financial management accounting programs; recognize situations requiring modified financial analysis and/or accounting procedures; use relevant computer applications.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motlons: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.