

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF BUDGET

Required Qualifications:

- Bachelor's Degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years successful experience in financial accounting or auditing with at least two (2) of the five (5) years in a public school district or governmental entity
- Minimum of two (2) years experience in a supervisory capacity overseeing the work of at least five (5) staff members in accounting, finance, auditing or grants management
- Proficient with Microsoft Office and accounting software
- Must possess a Florida driver's license

Desired Qualifications:

- Florida Certified Public Accounting License

Performance Responsibilities:

- Prepare the District budget
- Present the budget to all stakeholders
- Responsible for the preparation and submission of the applicable local and state budget documents required by law
- Monitor and report the status of the District's revenue and expenditures
- Monitor position control and create appropriate reports to track the expenditures for salaries compared to the budget for salaries by cost centers
- Responsible for the preparation of the Comprehensive Annual Financial Report (CAFR)
- Prepare and submit budget amendments to the School Board
- Responsible for monitoring substitute budgets
- Calculate various bonuses that are provided
- File various reports to the Department of Revenue
- Assist principals and bookkeepers in preparing and monitoring budget activity
- Assist principals and site supervisors with resolving budget problems
- Analyze budget requests and prepare cost comparisons as requested
- Approve budget transfers as directed, make recommendations and calculate budget allocations to schools based on FTE
- Assist the State Auditors and the Department of Education personnel in their budgetary reviews and provide explanations when appropriate
- Advise and assist the public, School Board, Superintendent, and other District staff members on budget and accounting policies and interpret and apply said policies
- Maintain a network of peer contacts through professional organizations
- Oversee the preparation of required reports and maintain appropriate records

- Assure compliance for federal financial reporting, both through the state and directly with federal agencies
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Supervise and evaluate assigned staff
- Keep the Executive Director abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services

Evaluation:

Annual evaluation done by the Executive Director of Business Services

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Board Approved: 6/23/2015