



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR BUDGET
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8432
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility of the District Five-Year Financial Plan. Assists in budget preparation, development and monitoring for the school District. Assumes a technical role on financial impact reports as needed and assists in the financial management of the long-range facilities project.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and develops the total financial plan for the school District which includes Capital Outlay, Building Fund, Construction Fund, General Fund, and finance reports/assignments as needed

Develops a fiscal year and a five-year estimate of revenue and expenditures for operating the school system

Develops the annual planning and budgeting calendar which includes a prescribed format and dates upon which the Superintendent and cabinet members develop recommendations to the Board regarding new year financial priorities tied to the strategic plan

Develops the Tentative and Working Budget documents and presentations that demonstrate the connectivity of resource usage to the strategic plan

Assists school administrators, department heads, and division chiefs on budget plans, new projects, proposals, and other financial issues

Assists in the planning of new school needs

Prepares annual presentation of school allocation standards

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

#### MINIMUM QUALIFICATIONS

Master's Degree in Business Administration or Educational Administration or a bachelor's degree with significant finance/accounting experience

Three (3) years of successful experience in management position with responsibility for the formulation and documentation of a comprehensive program budget

Experience with professional presentations, excellent numeracy skills with attention to detail, and strong analytical skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience with production of annual budget reports and ad-hoc financial reports
Evidence of supervisory experience leading a high-performing quality team in planning, evaluating, designing, and implementing an organization's budget
Clear demonstration of experience with accounting software and technical skills required for analyzing and presenting financial information
High commitment to self-motivated activity, excellent problem solving skills, and excellent support to stakeholders
Experience in a diverse workplace