



## **Assistant Director of Accounting and Budgeting**

### **Purpose Statement**

The job of Assistant Director of Accounting and Budgeting is done for the purpose/s of providing support to district activities under the direction of the Director of Accounting and Budgeting with specific responsibility for providing assistance in a variety of accounting and budgeting duties to ensure compliance with state and federal regulations, maintaining account balances, providing assistance to district personnel and providing financial information to various stakeholders.

This job reports to Dir 7 DD / Acctg, Budgeting, & ALIO Admin

### **Essential Functions**

Analyzes financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

Assists in a variety of audit functions, both internal and external, for the purpose of ensuring accuracy of records and compliance with all regulations.

Assists in reviewing policies, procedures, and/or actions on issues that relate to financial operations for the purpose of providing directions and/or making decisions for the district.

Assists with maintaining budgets for the purpose of ensuring expenses are allowable; maximizing use of funds and ensuring overall district budget operations are in accordance with district, county, state, and federal guidelines.

Assists in preparation of annual budget and accounting documents for the purpose of supporting educational programming throughout the district and for submittal to GFOA and ASBO.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with the Director of Accounting and Business Administrator (e.g. providing statistical, analytical and/or budgetary data for ACFR, annual audit, Annual Financial Report, Annual Program report, State and Federal Schedules of Financial Assistance, etc.) for the purpose of conveying information and/or receiving information to complete financial requirements in compliance with state, federal, county, and/or district requirements, regulations, and/or policies.

Compiles statistical and financial data from a wide variety of sources (e.g. district payroll, fixed assets, district expenditures, report writing, etc.) for the purpose of developing budget recommendations; reconciling state and federal grant programs; reconciling account balances; providing information to personnel; and other district stakeholders.

Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs and provides guidance on district policies and procedures in relation to district, state, and federal regulations.

Maintains a variety of fiscal information, files and records (e.g. grants, new funding, HR data, HR forms, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.

Monitors balances of assigned programs and related financial activities and completes necessary reimbursement requests for the purpose of ensuring that expenses are allowable and cash flow is appropriate.

Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a wide variety of documents, reports, and supporting materials (e.g. GFOA and ASBO annual award winning budgets and supporting documents, annual program reports, financial reports, projections and forecasts for future operations, income entries, fund transfers, journal entries, etc.) for the purpose of providing written support and/or conveying information in compliance with district and state guidelines.

Presents a wide variety of financial and reported information to various parties (schools, principals, district administration) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Provides technical expertise and direction to administration regarding financial activities for the purpose of conveying pertinent information regarding the organization's financial operations and ensuring compliance with established policies, practices, and regulating requirements.

Reconciles district and school accounts for the purpose of providing accurate up-to-date information.

Researches a variety of financial and administrative topics for the purpose of providing information and/or recommendations that impact the organizations operations.

Responds to a variety of inquiries from a wide variety of internal and external sources for the purpose of conveying information and/or responding to questions.

Trains district personnel on the use of the financial/budget accounting software for the purpose of ensuring software is used efficiently and effectively.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment including utilizing pertinent software applications; preparing budgets and financial plans; preparing and maintaining accurate records; and analyzing budgeting and cost control interpersonal aptitude.; using Microsoft Office software applications including Word, Excel, PowerPoint and Access.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; and bookkeeping/accounting practices.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; managing multiple projects; and working under time constraints.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; determining the use of funds. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** Bachelors degree in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Not Rated

**Approval Date**

11/10/2022

**Salary Grade**

Level 4