

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Director of Budget and Finance
Prepared Date: 9/1/2023
Revised Date:
Work Year: 220 days
Department: Finance
Reports To: Chief Financial Officer
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Director of Budget and Finance is an integral and collaborative member of the financial management team who manages and oversees the development, monitoring, and management of the entire District's budget. Responsibilities include establishing partnerships between Finance and instructional leaders to develop principals and policies that guide the budget process based on District priorities, the strategic plan, and the Board approved annual budget parameters; assisting in the analysis and evaluation of the current budget and the forecasting of future financial operations; upholding accountability standards, laws, regulations, and practices. Position serves as a resource to the Chief Financial Officer.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's degree in Finance, Business, or related field
- Previous experience in budget preparation, accounting, payroll, and accounts payable
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's degree in Business, Accounting, Finance, or Related field
- Completion of coursework in school law and finance
- Three (3) years of successful supervisory/administrative experience
- CPA Certification
- Previous experience in Public School Financial Management

KNOWLEDGE AND SKILLS:

- Thorough knowledge and understanding of school district business and administrative operations
- Working knowledge of budgetary principles and practices and fund accounting processes
- Working knowledge of generally accepted accounting principles and practices
- Knowledge of state school finance and CDE Financial Accountability System Resource Guide
- Knowledge of budgeting, financial analysis, and management analysis principles and techniques
- Knowledge of research techniques, methods, and procedures
- Skill in analyzing, interpreting, and reporting research findings, financial data, and recommendations
- Skill in making oral and written presentations
- Skill in managing and utilizing extensive databases and related software applications
- Skill in planning and coordinating a comprehensive budget
- Skill in advising and/or counseling budget managers
- Skill in the use of keyboarding, Microsoft Word, Power Point, Excel, Financial/HR System, Payroll system, and web-based data management systems
- Skill in interpreting the application of law and regulations pertaining to financial records maintained
- Skill in analyzing financial activities and applying appropriate resolution to problem situations
- Skill in mathematical calculations, data entry, and ten-key calculator
- Skill in detailed numeric/clerical work and processing high volume transactions
- Ability to interpret trends, implement strategies and procedures, and formulate policy
- Ability to work effectively with a wide range of constituents in a diverse public school district.
- Ability to oversee staff and implement efficient processes
- Ability to prioritize tasks and coordinate multiple projects to meet specific deadlines

- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the District in a positive manner at all times and work in a team environment
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to administrators, District officials and employees, co-workers, grantors, and outside organizations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Under the direction of the Chief Financial Officer (CFO), prepare, supervise, and manage the preliminary and final district, program, and school budgets, and assists in presenting this information to the Board of Education as needed.
- Assist with long-range financial planning and financial reporting, including enrollment projections.
- Act as an advisor to the CFO on all questions relating to the business and financial affairs of the District.
- Research and analyze historical accounting transactions to support budget decision-making.
- Coordinate and review year-end requirements such as the state Annual Financial Report; Under the direction of the CFO, develop systems to create accurate financial data in a timely manner for financial reports; advise other departments on state reporting requirements and integrate information into reports as needed.
- Monitor and control the budget and grants in the general ledger system.
- Prepare monthly financial reports and budget analysis, including salary and benefit projections.
- Prepare quarterly forecasts and analyze actual versus budgeted activities.
- Establish and supervise a program of accounting adequate to record in detail all money and credit transactions
- Assist all directors and principals with budget development and financial reporting including training as needed.
- Assist in managing the District's payroll, purchasing, accounts payable, accounts receivable, and other accounting functions as needed or directed by the CFO and serve as a backup to the Payroll and Accounting Supervisors.
- Assist the CFO in developing the budget process, along with establishing a budget control system and budget monitoring for the District and school sites
- Assist the CFO in recruiting, hiring, training, supervising, and evaluating all staff personnel in Accounting, Payroll, and Finance.
- Assist the CFO with the arrangement of internal and external auditing of District and

school financials.

- Share in the interpretation of the financial concerns of the District to the community;
- Support the CFO in providing budget training to District staff
- Perform monthly detailed review of actual results compared to budget to identify significant variances from the budget.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Chief Financial Officer

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 6 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (6 – 9 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.		X			

Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.