

Job Title:	Assistant Director Budget	Wage/Hour Status:	Exempt
Reports to:	Executive Director	Pay Grade:	106
Dept/School:	Budget & External Financial Management	Date Revised:	November 4, 2024

Primary Purpose

Assist in the management, development, and administration of the district's annual budget to provide the best educational service with financial resources available. Develop, manage, and maintain the compensation plans for the district to be included in the district's annual budget.

Qualifications**Education/Certification**

Bachelor's degree in accounting or related field

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability Resource Guide
- Knowledge of generally accepted accounting principles for public school finance
- Knowledge of data processing applications
- Ability to interpret policy, procedures, and data
- Ability to manage budgets and assigned personnel
- Strong analytical, public relations, communication, presentation, and interpersonal skills

Experience

Five (5) years' experience in financial accounting, to include management of accounting and budgeting functions

Major Responsibilities and Duties**Budgetary Responsibilities**

1. Assist in the preparation of the district's annual budget for presentation to the Board of Trustees.
2. Align the allocation of resources to the prioritized needs of the district.
3. Assist in preparation of the long-and short-range objectives for business operations of the district.
4. Develop the district's compensation plan to include salary and related schedules for presentation and adoption to the board in conjunction with the Human Resources Department.
5. Maintain the district's compensation plan throughout the fiscal year to ensure compliance with adopted schedules.
6. Develop the multi-year budget plan annually and determine needs and allocation of resources.
7. Recommend updates and changes to district policies and administrative guidelines, as needed.
8. Assist in the gathering of pertinent information needed from principals, department heads, and other administrators to prepare the annual budget.
9. Arrange the budget hearings with department heads and principals to determine all educational needs of the District are being met.
10. Assist in presenting budget information to the public through public hearings.
11. Perform monthly analysis of revenues and expenditures in the general ledger to determine receipt and use of budgeted funds.
12. Work with program coordinators to develop, set-up, and maintain budgets for Special Revenue (discretionary and entitlement grants).
13. Responsible for processing all budget amendments and approving budget transfers.
14. Review systematically the program operating plans and budgets during the year.
15. Provide training in budget development, management, and TEA account coding requirements to campus & central office administrators and staff.
16. Assist campuses/departments with budgetary questions and planning.
17. Assist in the coordination and supervision of the annual audit of the district's financial records by external auditors.

Amended: 11-04-24

Personnel Management

- 18. Define job performance expectations of subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation of the department.
- 19. Perform other duties as assigned by supervisor.

Communications and Community Relations

- 20. Demonstrate awareness of District community needs; articulate to the public the District’s mission and solicit its support in realizing the mission.
- 21. Use management practices that promote collegiality, teamwork, and collaborative decision making among staff.

Supervisory Responsibilities

Supervise assigned personnel

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress and work with frequent interruptions; occasional prolonged and irregular hours; ability to travel.

Terms of Employment

226 days; salary to be established by the Board of Directors.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____
 Job Title: _____
 Date: _____

Approved: _____
 Job Title: _____
 Date: _____

My supervisor has reviewed this job description with me and has provided me a copy
 Employee: _____
 Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.