

Job Title:	Director Budget & External Financial Management	Wage/Hour Status:	Exempt
Reports to:	Executive Director	Pay Grade:	108
Dept. /School:	Budget & External Financial Management Office	Date Revised:	February 20, 2024

Primary Purpose

Assist in the development and administration of the district's annual budget and external funding functions to provide the best educational service with financial resources available.

Qualifications**Education/Certification**

Bachelor's degree in accounting, finance, business management or related field from an accredited university

Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability System 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 skills, public relations, communication, presentation, and interpersonal skills

Experience

Five (5) years' experience in financial accounting to include management of accounting and budgeting functions
Three (3) years' supervisory experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Assist in the preparation of the district's budgets for presentation to the Board of Trustees.
2. Oversee the external funding function for the district to ensure alignment with Districtwide goals and objectives.
3. Gather pertinent information from principals, department heads, and other administrators to prepare the annual budget.
4. Develop and compile needs assessments for District campuses and departments and use the data to develop budget.
5. Conduct budget hearings with department heads and principals to determine if the educational needs of the district are met.
6. With prior approval of supervisors, negotiate with Texas Education Agency staff all changes in submitted applications.
7. Assist in the preparation of revenue and budget projections for the current and future years for presentation to the Board of Trustees and administration.
8. Assist in the coordination of externally funded school projects with the regions, principals, campus committees, instructional personnel, and other staff as appropriate.
9. Collaborate with Research and Evaluation Department in collecting and reporting district and private school student data.
10. Assist in the coordination of services provided to private schools that qualify for compensatory funding.
11. Assist in the development and implementation of the district's personnel compensation development.
12. Work closely with local and state officials to determine the annual tax rate in both maintenance and operation and debt service areas.
13. Assist in presenting budget information to the public through public hearings.
14. Perform monthly analysis of revenues and expenditures in the general ledger to determine the receipt and use of budgeted funds.
15. Prepare monthly budget reports for administration and the Board of Trustees through the issuance of monthly financial statements.
16. Assist in the coordination and responds to external and internal audits for verification of compliance with all local, state, and federal program applications.
17. Apply site-based decision-making concepts.
18. Collect data for the completion of federal and state documents (e.g., applications, audits, etc.).
19. Attend state and federal external funding meetings approved by supervisors.

- 20. Assist Staff and Program Development in designing staff development programs for the areas of Budget and External Funds.
- 21. Attend school board meetings and prepare reports for the Board as requested by supervisors.
- 22. Prepare and administer the local, state, and federal budget and funding distributions for the areas of External Funding.
- 23. Recommend and oversee the purchase and allocation of instructional materials and equipment.
- 24. Coordinate the maintenance, review, and development of district/campus external funding budgets with the collaboration of program directors.
- 25. Perform other duties as assigned by supervisor.

Personnel Management

- 26. 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.
- 27. Supervise and coordinate the activities of professional and classified personnel assigned to the unit of Budget and External Funding.

Communications and Community Relations

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

Supervisory Responsibilities

Supervise all 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

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.