

**Job Title:** Executive Director Budget and External  
Financial Management

**Wage/Hour Status:** Exempt

**Reports to:** Chief Financial Officer

**Pay Grade:** 109

**Dept/School:** Budget and External Financial Management  
Office

**Date Revised:** November 1, 2023

---

---

### Primary Purpose

Manage 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

Master's Degree in Business or related field from an accredited university

*OR*

Bachelors Degree in Business or related field from an accredited university AND valid Certified Public Accountant (CPA)

Certification from Texas Association of School Business Officials (TASBO), preferred

#### Special Knowledge/Skills

- Ability to interpret Texas Education Agency Financial Accountability Resource Guide
- Knowledge of generally accepted accounting principles and the application of these principals for public school finance
- Ability to use data processing applications and technology
- Ability to interpret and analyze school finance laws, local policies, procedures, and guidelines
- Ability to manage budgets and assigned personnel
- Ability to develop, analyze, and disaggregate data
- Strong analytical, public relations, organizational, communication, presentation, and interpersonal skills

#### Experience

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

Three (3) years supervisory experience

### Major Responsibilities and Duties

1. Prepare the District's annual budget 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. Seek out opportunities to leverage local funding with external funding opportunities.
4. Ensure compliance with federal, state, and local guidelines, rules and regulations.
5. Ensure adequate allocation of resources is made to prioritize the needs of the district.
6. Assist in preparation of the budget and development of long-and short-range objectives for business operations of the district.
7. Review multi-year plan annually and determine needs and allocation of resources.
8. Develop, implement, and evaluate policies, procedures, and controls for respective areas of responsibility; ensure compliance with applicable laws and regulations.
9. Gather pertinent information needed from principals, department heads, and other administrators to prepare the annual budget.
10. Conduct budget hearings with department administration and principals to determine if the educational needs of the district are being met.
11. Assist in presenting budget information to the public through public hearings.
12. Perform monthly analysis of revenues and expenditures in the general ledger to determine receipt and use of budgeted funds.
13. Work with Program Coordinators to develop, set-up, and maintain budgets for Special Revenue (discretionary and entitlement grants).

14. Responsible for processing budget amendments and approving budget transfers.
15. Review systematically the program operating plans and budgets during the year.
16. Provide training on budget development, management, and TEA account coding requirements to campus & central office administrators and staff.
17. Assist campuses/departments with budgetary questions and planning.
18. Assist in the coordination and supervision of the annual audit of the district's financial records by external auditors.
19. Develop operating manuals for respective areas of responsibility, to include related policies, procedures, and services.
20. Interface with Technology Services to test, develop, implement, document, and provide suggestions for future software enhancements.
21. Attend Board meetings regularly and prepare reports and presentations, as required.
22. Perform other duties as assigned by supervisor.

**Personnel Management**

23. 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.
24. Promote a positive organizational climate that is informative, timely, and responsive.
25. Ensure staff remain current on District and department policies, procedures, and all administrative guidelines.

**Communications and Community Relations**

26. Demonstrate awareness of District community needs; articulate to the Public the school District's mission and solicit its support in realizing the mission.
27. 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

---

---

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, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball 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, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.