Title: **Director of Budget** Pay Grade: 309
Reports to: Administrator Assigned FLSA: Exempt
Department: Finance Length of Assignment: 226 days

Summary

Direct and manage the operations of the district Budget Department, to include the development and administration of the district's annual budget. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Prepare the annual district budget for all funds in accordance with Texas Education Code (TEC) 44.004 and established district goals and objectives.
2. Prepare annual enrollment, revenue estimates, and other necessary projections.
3. Direct the operations of the budget department; review process and procedures to assure accuracy and efficiency in departmental operations.
4. Monitor revenues and expenses to ensure budgetary compliance and to recommend any changes or corrections needed.
5. Ensure comparability, maintenance of effort, mandated program expenditures, and budgetary compliance with legal, financial and district requirements.
6. Review and/or prepare reports as required by district policy, Texas Education Agency (TEA), and other regulatory agencies.
7. Ensure the adequate allocation of resources to meet the district's educational, financial, and personnel needs.
8. Direct and approve any required budget transfers and amendments, to ensure compliance with TEA guidelines, and district policies.
9. Direct and perform systemic review of program operating plans and budgets throughout the year.
10. Participate in the development, implementation, and evaluation of policies and procedures relative to comprehensive financial management, budget development, and internal controls.
11. Compile required financial information for completion of the comprehensive annual financial report and annual financial audit.
12. Maintain current knowledge of financial management, Generally Accepted Accounting Principles (GAAP), budget practices, federal, state and local laws, and district policies, regulations and procedures.
13. Assist in the development of long range financial and budget management strategies.
14. Provide training and technical assistance to district staff regarding budgetary systems and procedures.
15. Review and recommend internal controls for fiscal integrity.
16. Comply with records management, retention, and control requirements.
17. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

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2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Bachelor's degree in Accounting, Finance, Business or related field; five (5) years of experience in financial accounting or budgeting, to include management of accounting and budgeting functions with at least three (3) years of supervisory experience. Working knowledge of the TEA Financial Accountability Systems Resource Guide, and GAAP. Working knowledge of spreadsheet and word processing software. Strong analytic, public relations, communication, presentation and interpersonal skills.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; repetitive hand/wrist motions. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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