



POSITION DESCRIPTION

JOB TITLE: Supervisor, Budget and Financial Reports Job Class: 1109		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION Financial Controls
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plan, organize and supervise district budgeting and financial reporting operations.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Direct, plan and organize operations in the Budgets and Financial Reports section including supervising the staff in; the preparation and administration of the annual budget, conducting fiscal studies, labor negotiation cost analysis and financial projections and the preparation of month and year end financial reports including the comprehensive annual financial report and DPI required reports.
2. Advise and make recommendations of the Director of Finance concerning budget and management matters. Assist the Director of Finance in the presentation of the annual budget to the Board.
3. Propose to the Director of Finance any procedural changes in budget or financial reporting processes to enhance operating efficiencies including staff assignments, forms and systems.
4. Assist administrative staff in other departments and schools in resolving budget and management matters.
5. Conduct fiscal studies and advise the Director of Finance relative to projections of short and long range budget requirements and the resultant impact on local tax structure and other funding sources.
6. Evaluate new statutory, governmental accounting and contractual developments as they relate to district financial reporting and budgetary issues. Perform all required research for these developments. Identify the impact of any changes and reports to the Director of Finance for direction in implementation.
7. Submit recommendation for district policies and contract negotiations for consideration by the Director of Finance.

8. Act as Division liaison to user committees, having decision making authority for data processing requirements, prioritization and problem resolutions related to the budgets and financial reports.
9. Initiate or participate in projects of a special or non-routine nature, as the need arises, examples of which would include such projects as installation of new budget and financial reporting systems and the development of site based management budget systems.
10. Evaluate hardware and software products that enhance productivity and internal controls of assigned areas.
11. Review position responsibilities, plan section goals and be responsible for staffing (performance evaluations, recommendations to hire or remove staff, overtime scheduling, flexible time scheduling, vacation/break/lunch coverage, cross training schedule, etc.). Determine staff development needs and seek or assist in such training for assigned staff.
12. Submit recommendations relative to expenditures for capital or human resource needs for the Division budget where they meet the goals and plans for the Division, Department and District.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director of Finance

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Senior Budget Analysts, Accountant II, Accountant I and clerical staff as needed.

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Degree in Business Administration with an emphasis in Accounting.
Certified as a CPA

Experience Requirements

Fourteen years of professional experience in budgeting and GAAP financial reporting.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of

those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.