



**POSITION DESCRIPTION**

<b>JOB TITLE: DIRECTOR – FINANCIAL PLANNING</b> Job Class: 1115	
<b>DATE</b>	Office of the Chief Financial Officer  Financial Planning
<b>BARGAINING UNIT:</b> ASC	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Provides direction and leadership for the budgeting process. Plans, organizes and supervises district budget development, revenue realization, forecasting, planning, productivity functions and systems design to support financial policies.	

**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. Directs, plans and coordinates preparation of the District's annual budget and other financial documentation.
2. Provides information and justification to the Board of School Directors in the budgetary review and approval process. Prepares Board items and makes budget recommendations. Attends Board and Committee meetings to provide insight and expertise on the technical issues surrounding the budgets, financial management and forecasting.
3. Leads and directs the work of the Finance department. Reviews position responsibilities, plans division goals and ensures adequate staffing. Determines staff development needs and seeks or assists with the training.
4. Analyzes and monitors revenues and expenditures of the district. Submits recommendations relative to expenditures for capital or human resource needs where they meet the goals of the overall district plan.
5. Researches and evaluates new statutory and contractual developments related to district budgetary issues. Conducts fiscal studies relative to projections of short and long-term budget requirements and the impact on the local tax structure and other funding sources. Recommends changes and implementation procedures to the CFO, the superintendent and other senior staff members.
6. Advises and makes recommendations to senior staff concerning budget reporting and management matters and proposes procedural changes in budget processes to enhance operating efficiencies. Recommends changes to internal and management controls as necessary.

7. Manages the development of the district's five-year financial forecast, annual cost to continue analysis and contributes in the development and implementation of the District's Strategic Plan.
8. Oversees the appropriate implementation of the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA) and all applicable federal and state laws.
9. Responds to staff, management and audit inquiries related to assigned responsibilities. Addresses external auditor management letter comments by reviewing and revising procedures and systems as recommended.
10. Serves as the point person for principals and department heads in monitoring budgets and forecasting year-end positions. Recommends methods for identifying budget variances. Addresses year-end surpluses and deficits at the school and district levels.
11. Creates opportunities to increase the district's revenues and contain costs.
12. Interprets and develops procedures for the Board, administration, principal, school staff and community organizations to submit program and budget requests.
13. Ensures valid processing of Request to Fill (RTF) forms from all departments and District sites to ensure position authority and funding availability.
14. Supports Board of School Directors and district administration in formulating policies and developing appropriate procedures. Stays current on and keeps district abreast of changes in state and federal regulations which impact financial activities.
15. Actively supports the MPS Strategic Plan.
16. Performs other duties as assigned.

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

Direction provided by the CFO.

**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.

Total supervision for 7 staff members.

**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.)

Position requires a bachelor's in finance or accounting; an MBA or other additional education or certification is highly desired.

**Experience Requirements**

Position requires five to seven years of experience in a supervisory role in a financial or accounting department. Previous public sector experience is helpful.

**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.**