

Job Description

Job Title: Director of Budget, Analytics & ERP System

Supervisor: Assistant Superintendent Business & Support Services

Position Code: 1381

Pay Grade: 49

Job Classification: Exempt

Contract Length: 245 days

Job Summary

This is advanced professional and complex administrative work directing the functions of the Budget Office. Work involves preparing, presenting, and monitoring the School Division's operating and capital budgets; ensuring the efficient use of the district's Enterprise Resource Planning financial system; and supervising the Federal Impact Aid survey and textbook inventory. The work is performed with wide latitude for exercising independent judgment under the general supervision of the Assistant Superintendent (Business and Support Services). The position requires excellent skills in data analytics and excellent presentation skills.

Essential Duties

1. Plans, organizes and manages the development, presentation and implementation of the preliminary general budget for submission to the Superintendent, the proposed general fund budget by the School Board for submission to the City Council and the final general fund budget for adoption by the School Board.
2. Continually evaluates the applicability of new/improved methods of developing and presenting the budget with an emphasis on clearly articulating how the community's investment in education is being managed. Provide training to administrators and principals as necessary regarding their roles in the budget process.
3. Assists in the development of the School Board capital improvement plan budget.
4. Performs complex financial analyses and projections and assists senior management in the strategic planning and decision making related to budget and finance.
5. Analyzes and interprets historical, operational and transactional data and organizes this information to facilitate effective data analysis in support of the budget development process.
6. Lead, manage and coach a team of budget professionals; be accountable for training and professional development of this team.
7. Analyzes departmental budget requests to understand their needs; collect budget information, translate and accurately model current and future initiatives under different scenarios. Recommend appropriate alternatives and funding levels.
8. Maintains, monitors and reports on position data from the position control system and participates in teacher allocation meetings.
9. Prepares monthly salary and benefit projections as well as analysis of variances of actual revenues and expenditures from the budget.
10. Responsible for administration of the Federal Impact Aid survey and textbook inventory.
11. Responsible for ensuring the efficient operation and use of the district's Enterprise Resource Planning (ERP) financial system. Collaborates with functional leads and technology support staff to assess and prioritize ERP system enhancements, upgrades and maintenance to reduce risk and maintain system availability.
12. Responsible for oversight of district's ERP financial system data governance components including participation in and support of internal and external audits of the financial system workflow, role-based security administration, security controls, safeguarding of confidential data and data integrity to ensure accurate financial information and reporting.
13. Provide project management oversight for ERP financial system changes and implementations. Collaborates with management to evaluate and improve business processes.
14. Manages ERP financial system vendor relationship and contract administration.
15. Prepares and manages an annual ERP financial system budget.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

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/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's degree in business, accounting, finance or a related field (CPA/MBA preferred); six (6) years of progressively responsible experience in budget preparation and administration in a public or governmental setting; experience with automated financial systems and Microsoft Office Professional 97 or later software; experience in a supervisory capacity. Comprehensive knowledge of, and demonstrated ability to apply, budgeting and accounting principles, practices, methods and procedures. Thorough knowledge of data extraction procedures, spreadsheets and financial systems. Thorough knowledge of financial management and administrative principles, practices, and procedures. Skill in researching, compiling, analyzing, and evaluating extensive amounts of data on which to base forecasts and projections. Ability to provide timely and accurate financial reports. Ability to plan, assign, supervise and evaluate the work of a group of professional and clerical personnel. Ability to communicate effectively, orally and in writing; ability to make effective presentations. Ability to establish and maintain effective working relationships with subordinates, peers, seniors, City officials and employees, and the public. Ability to advance with changing technology as it becomes available.

Working Conditions & Physical Requirements

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a classroom or computer lab environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Budget staff

Supervision Received: Assistant Superintendent, Business and Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of Budget, ERP and Analytics will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent, Business and Support Services or other appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 01/19 CR