



TULSA PUBLIC SCHOOLS

Equal Opportunity Employer



Job Description

Job Title: Director, Budget

Reports to: Chief Financial Officer
Department: Finance
Compensation: BL 11
Number of Days: 12 Months
Overtime Status: Exempt
Date Job Revised: January 14, 2008

Position Summary: Coordinate the development and implementation of the District's budget.

Qualifications/Job Requirements:

Education:

- Bachelor's or master's degree in accounting, finance or business administration

Specialized Knowledge, Licenses, etc:

- Working knowledge school finance law

Experience:

- Five years of accounting, budgeting and financial analysis.
- Spreadsheet, Word and Power Point software and mainframe financial system experience.

Duties and Responsibilities:

- Coordinates the development of the Preliminary School Budget and Financing Plan and related amendments.
- Manages the Budgetary Transfer and Budget Amendment processes.
- Maintains and controls the Budget Session reports.
- Monitors the District allocations and adjusts them as required by the School Budget and Financing Plan or by revenue receipts.
- Coordinates the preparation of the proposed budget work papers for analysis, distribution and revision.
- Manages the process to initiate the approved operating budget systemically for the new fiscal year.
- Coordinates with the other Department Directors in updating the account coding system.
- Coordinates with Information Systems Services and Accounting Office in updating the financial software system.
- Supervises the input of detail salary budget information into the expenditure budget.
- Supervises the preparation of a variety of state and local financial reports.
- Supervises the preparation of a variety of budget analysis reports.
- Directly supervises the following staff level positions:
 - Two Senior Specialists for Finance/Budget
 - Budget Technician
- Assists Cabinet, Directors and Principals in the preparation of their yearly budget requests and with the ongoing revisions of their current year's budget.
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- Maintains a current working knowledge of changes and developments in the Oklahoma Cost Accounting System and financial regulations and the related policies.
- Serves as a member of the Leadership Team
- Serves on the finance performance excellence task force.
- Serves on state and national committees related to school finance dealing with financial theories, application and software.
- Promotes policies and practices that enhance the Department of Financial Services and/or the District.
- Performs other tasks as assigned by the Chief Financial Officer.