



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

JOB DESCRIPTION

ASSIGNMENT TITLE:
Assistant Director, Budgeting

DEPARTMENT:
Business and Finance

EMPLOYMENT TERM:
12 Months

GRADE:
G-219

REPORTS TO: Director, Business and Finance

SUPERVISES: None

JOB SUMMARY

Accurately projects, monitors, and tracks the income and expenditures needed to meet Hampton City Schools' objectives and within the parameters of the School Board approved budget.

ESSENTIAL DUTIES

1. Prepares and uploads the annual fiscal year budget and other accompanying materials in order to provide detailed information to all departments regarding available funds and spending patterns. Participates on the Budget Development Committee to provide data and input for development of each fiscal year's budget. Works with Human Resources to capture changes to positions and/or salaries during and after the budget cycle. Collects and analyzes budget information from division administrators. Verifies, organizes, analyzes, and presents information needed to develop final school and department budgets.
2. Prepares the financial statements necessary to inform departments, senior management, and the School Board of the school system's financial condition. Tracks revenue monthly to ensure that Hampton City Schools is within budgeted guidelines. Reviews the general ledger and monitors accounts for proper posting, making any corrections as needed. Monitors personnel counts including number of personnel employed versus number budgeted. Estimates various salary allowances. Calculates projected attrition on a monthly basis. Imports monthly payroll into the general ledger for posting, working with payroll to make costing corrections.
3. Compiles, analyzes, organizes, and submits the financial section of the Annual School Report, the Foster Care Report, the Certification of Local Funds, and various other financial reports to the Virginia Department of Education. Monitors and records all cash and electronic funds received from the Department of Education.

4. Provides training and assistance to principals, administrators, and clerical staff in managing Fund 50 accounts, tracking expenditures, and interpreting budgets and financial accounting reports. Responds to inquiries as appropriate. Makes budget transfers as requested in compliance with School Board policy and practice.
5. Reviews and assists with corrections to the bank reconciliation, income statements, and the general ledger of each school as monthly records are closed out. Collects and reviews monthly sales tax remittances, comparing to revenue collected in student activity accounts. Prepares quarterly sales tax remittance for school division to the State Department of Taxation. Trains all new bookkeepers and provides ongoing support in the use of the school activity fund accounting software. Creates new student activity accounts as requested.
6. Solicits feedback, reviews, and updates annually the Hampton City Schools Principals' Manual of accounting procedures for student activity funds. Coordinates the annual Student Activity Funds audit, working closely with auditors and school staff to ensure a smooth process.
7. Completes reports on expenditure patterns and funds allocation.

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| JOB SPECIFICATIONS |
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Education

Bachelor's Degree in accounting.

License

Certified Public Accountant designation preferred.

Experience

3 years budgeting experience.

Essential Technical/Motor Skills

Ability to manipulate computer hardware, software, and general office equipment.

Interpersonal Skills

Ability to positively interact and communicate effectively, both orally and in writing, with employees, management, the School Board, and the general public.

Essential Physical Requirements

Ability to sit for long periods of time.

Essential Cognitive Skills

High-level critical thinking and problem solving skills. Ability to organize and prioritize work. Ability to work under stress and adapt to stringent deadlines to provide accurate financial reporting. Ability to collect and analyze budget information, make budgetary projections and estimates, and prepare accurate reports. Discretion in handling confidential/sensitive information. Comprehensive knowledge of financial management principles, Generally Accepted Accounting Principles, Department of Education rules and regulations, and Virginia State Code regarding financial issues. Knowledge of data extraction procedures, spreadsheets, and financial systems.

Essential Sensory Requirements

Ability to visually assess financial reports. Ability to communicate via e-mail or telephone to a variety of groups.

Working Conditions

Little to no adverse working conditions.

| DATES | | |
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| Created: December 2013 | Last Reviewed: | Last Modified: |