

POSITION SUMMARY

Under general supervision, is responsible for functions of financial forecasting, State School Fund reporting and contract negotiations. Using established procedures provides highly technical support for the district forecast process, including managing the five-year financial forecast and State School Fund reporting and revenue expenditure projections. Monitors district-wide staffing allocations. Assist departmental staff with technical budgetary matters during budget preparation, finance meetings and in the general preparation and administration of the budget. Provides complex financial decision making support to the School Board, Budget Committee, and senior staff. Supports the employee contract negotiation process by preparing complex queries and analysis. Prepares short and long range financial projections utilizing economic forecasting and financial models to assess the impacts of changing influences on the district's financial condition. Monitors district-wide staffing allocations. Assists departmental staff in the general preparation and administration of the budget. Processes detailed operational requirements using integrated information systems.

SUPERVISORY RELATIONSHIPS

This position reports to the Associate Director for Finance.

ESSENTIAL FUNCTIONS

- Manage the Five-Year Financial forecast, analyzing and projecting revenues and expenditures in relation to assumptions about State funding, enrollment trends and other significant variables.
- Manage State School Fund reporting for the district, projecting all components of the funding formula in collaboration with other district staff, monitoring State revenue projections relative to district projections, and resolving issues with state personnel.
- Monitor district-wide financial issues and the potential impacts of changing influences on the district's financial condition.
- Participate in the development of the annual budget. Develop and monitor annual budgets for general fund revenues, capital funds and/or other funds as assigned.
- Perform highly complex and politically sensitive financial analysis to support decision-making, designing financial models, reviewing legal parameters, researching options, communicating with other agencies, and synthesizing information for decision-makers, writing reports, and making presentations.

- Monitor district-wide staffing allocations and communicate need for any changes to stakeholders.
- Develop and manage costing models to support employee collective bargaining processes.
- Perform operational requirements related to payroll and other areas as assigned using highly integrated, sophisticated software
- Provide financial support to administration of district charter school and alternative education contracts.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of municipal financial management, financial forecasting and other quantitative methods, economic principles, financial analysis techniques and project management methods.

Knowledge of principles and methods of financial systems management.

Ability to effectively communicate complex financial, legal and technical concepts clearly and concisely, both verbally and in writing, to a variety of audiences.

Advanced capabilities in spreadsheet and data base query functions. Ability to develop and prepare complex financial reports, and to learn and use personal computer applications such as Access.

Skill in using complex, integrated business systems.

Skill in researching, analyzing and evaluating complex financial data.

Ability to think strategically and develop both short and long term plans to meet an objective.

Ability to establish and maintain effective working relationships with district staff, public officials, financial and business communities, and the general public.

Demonstrated ability to effectively work with and respond to people from different cultures or backgrounds.

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in finance, accounting or related field.



Experience

Four (4) years of professional-level finance experience

Preferred Qualifications

Public sector experience preferred.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

WORK ENVIRONMENT

1. Work involves walking, talking, hearing, using hands to handle, feel or operate objects, to adjust focus.
2. The employee may be required to push, pull, lift, and/or carry up to 20 pounds.
3. The noise level in the work environment is usually quiet and, at all times is within safe
4. OSHA decibel constraints.

ALL DISTRICT EMPLOYEES MUST PASS POLICE/FBI BACKGROUND CHECK.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 4
Duration	12 Month Work-year Contract
Approved by	Susan Fahey – CFO/Director Support Services, Caroline Passerotti and Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	7/20/2011